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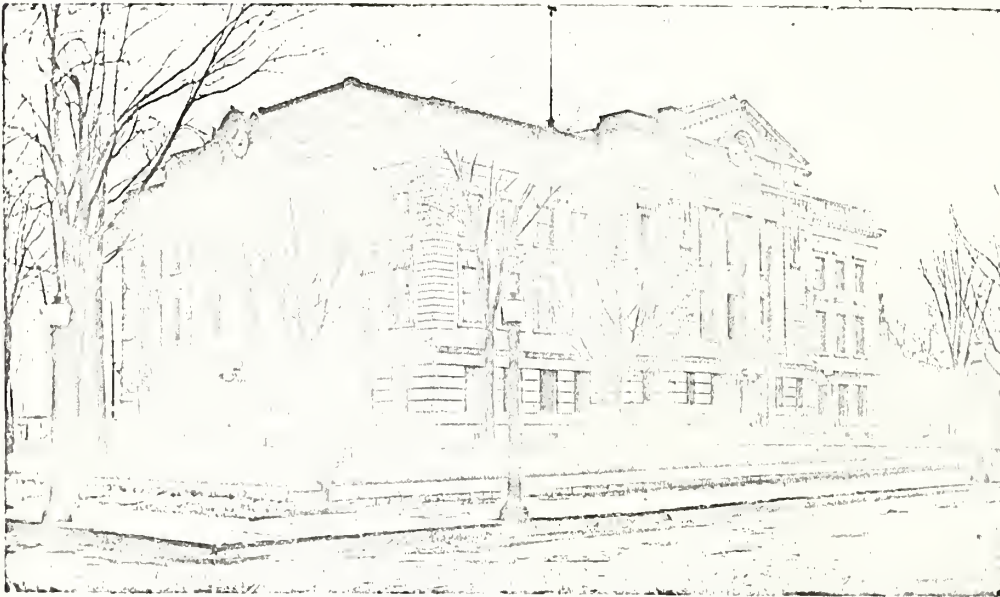






DEKALB COUNTY COURTHOUSE

Auburn, Ind.



DeKalb County Court House, Auburn, Ind.

(In the final publication an enlarged picture, 5 x 7,  
will appear here.)

INVENTORY OF THE COUNTY ARCHIVES  
OF INDIANA

Prepared by

The Historical Records Survey  
Division of Women's and Professional Projects  
Works Progress Administration

NO. 17. DEKALB COUNTY (AUBURN)

W.P.A.

\*

Indianapolis, Indiana

The Historical Records Survey

December 1937



This inventory of Dekalb County records constitutes a part of a general guide to the county archives of Indiana. It has been prepared by the Historical Records Survey of this state, operating as a separate project under the Works Progress Administration.

The survey of state and local historical records in Indiana was instituted on February 19, 1936, as part of nation-wide undertaking under the supervision of Dr. Luther H. Evans. Samuel J. Kagan, state archivist of the Indiana History and Archives Division of the State Library was assigned to lead the project as State Director. In the beginning the Survey was closely associated with the Writers' Project. On September 23, 1936, the Historical Records Survey was nominally as well as factually made independent of the Writers' Project. In general, it has from its very inception acted as a separate and independent unit of Federal Project No. 1.

The aim and purpose of the survey of county records in Indiana have been to furnish the officials of the local, state, and national governments, students of history, lawyers and genealogists, and the general citizenry interested in the county records, with a convenient tool for use in consulting them. It is the object of the Survey to make the valuable source materials that are to be found in the Indiana courthouses and other public buildings, available and more accessible to those who may be in need of them. It is our hope that the information contained in this inventory will arouse greater interest in state and local historical records and will encourage officials to continue the improvement of methods for the preservation and safekeeping of these records.





## Preface

The field work of the survey of Dekalb County was begun on April 20, 1936, under the district supervision of Mrs. Fred Ebel of South Bend, later by Roy M. Bates, Ft. Wayne. The field workers were Waldo Wilkerson, Frank Murray, and Barnard Liechty, all of Fort Wayne. It was completed in June 12, 1936. Many visits however, have since been made to the county courthouse to check and recheck the information contained herein, the final recheck having been made in October 1937.

There are ninety-two counties in Indiana. When the survey of county archives is completed a separate volume is to be devoted to each county inventory in the state. Dekalb County is No. 17.

The inventory proper is preceded by a number of introductory sections to enlighten the reader concerning facts and events forming the background and basis of the records. The entries for the record series are carried in consecutive numbering for the county. The bureaus are arranged in functional order: Governing boards; major administrative offices; judicial offices; and financial, educational, health, engineering, and other groups. Wherever applicable, natural groupings under separate headings are made within the bureau, and the entries are arranged thereunder also according to their functional sequence. A full and extensive index following the inventory will help the reader locate records with a minimum of inconvenience and effort.

The editing of this inventory has been conducted by an editorial staff of some forty men and women, whose labors we



## Preface.

deeply appreciate and wish to recognize forthwith, captained by Harry A. Ridor, editor; John R. Milligan in charge of accession and classifying; Louise Nation in charge of checking; Canis E. Brockway in charge of condensing; Julius Salman, legal adviser; and Howard C. Underwood, historical research editor.

The original survey was made in the field under the direction of the State Director and carefully checked and compiled in the form of this inventory in the State Office. Of the industrious and painstaking devotion to his task of each and every person who had a part in the Survey we are keenly aware, and we regret that we cannot commend by name the services of all who have contributed to the publication of this volume.

The Survey is indebted to county officials; to the State Works Progress Administration; to Kenneth E. Lancet, Acting Director of Women's and Professional Projects, who has rendered the Survey a great personal service in the administering of the project; and to Dr. Christopher B. Coleman, who has taken personal initiative and interest in behalf of the Survey in giving technical advice to the project.

S. J. Kagan, State Director

The Historical Records Survey



## FOREWORD

A guide to county and township records in Indiana has long been needed by both local officials and the general public. The Historical Records Survey, a project of the Works Progress Administration, is the first attempt to supply this need. Few more useful fields of employment could have been found than the survey of local and state historical records, even though the work inevitably presented unusual difficulties. The completion of the survey of historical records in Indiana is a source of genuine satisfaction.

We are indebted first of all to the Works Progress Administration for providing for the survey and financing it. The National Director of the project, Dr. Luther H. Evans, assured a fruitful product of the work by ably outlining it and drafting the forms to be used by the field workers so as to insure the greatest completeness with the least likelihood of errors. He and his assistants have done all that was possible for this nation-wide survey. Samuel J. Kagan, State Director of Indiana, deserves great credit for his energy and ability in organizing the office and field forces which have carried out the project. To assemble and organize more than one hundred and fifty persons in a new line of work in which there were very few local precedents, and to complete the preliminary field work of a survey of the county records in all the ninety-two counties, at first, seemed almost impossible of accomplishment.



## Foreword

An advisory committee has helped guide the work of the project; though no meetings were held, its members in many instances were a great help. A word of appreciation must be recorded here for the county officials who courteously gave the representatives of the survey access to the records in their offices and cooperated in the making of the survey. Especially is the state indebted to those officials who made possible the photographing of old records for preservation in a central depository.

CHRISTOPHER B. COLEMAN

Director, Indiana Historical Bureau





## TABLE OF CONTENTS

## Part A. Dekalb County and its Records System

1. Historical Sketch ..... 5  
Map of Dekalb County.
2. Governmental Organization and Records System ..... 11  
Chart of Dekalb County Governmental Organization.
3. Housing, Care, and Accessibility of the Records ..... 828  
Floor Plans of Courthouse.
4. Abbreviations, Symbols, and Explanatory Notes ..... 39

## Part B. County Offices and their Records

- I. Board of Commissioners ..... 44  
Court proceedings and reports. Bond issues.  
Petitions. Requisitions, bids, and contracts.  
Claims and allowances. Roads, bridges, and  
ditches.
- II. County Council ..... 58
- III. Clerk of the Circuit Court ..... 61  
Official bonds: County, Township, Miscellaneous.  
Licenses: Marriage, Professional, Business,  
Certificates: Business. Registers. Military  
records. Receipts and disbursements.
- IV. Recorder ..... 70  
Deeds, title, and grants. Mortgages: Real estate,  
Chattels, School funds. Liens. Register of legal  
instruments. Fee and cash books. Miscellaneous  
records.
- V. Circuit Court ..... 80  
Civil causes: Sanity, Naturalization. Civil  
proceedings; Entry, Trial, Disposition, Executions.  
Criminal causes. Criminal proceedings: Entry,



## Table of Contents

## V. Circuit Court (cont'd)

Trial. Probate causes: Estate, Guardianship.  
 Probate proceedings. Miscellaneous court records:  
 Change of venue, Fee and cash records.

VI. Sheriff .....	97
Executions and reports. Fee and cash records. Maps.	
VII. Coroner .....	102
VIII. Prosecuting Attorney .....	104
IX. Assesspr .....	106
X. Board of Review .....	110
XI. Board of Tax Adjustment .....	113
XII. Board of Finance .....	115
XIII. School Fund Board .....	118
XIV. Treasurer .....	120
Tax collections: Real and personal property, Delinquent, Inheritance, Public improvements. Receipts and disbursements. School fund.	
XV. Auditor .....	135
Audits and reports. Receipts and disbursements. Taxes: Appraisements, Returns, Lists, Delinquent and erroneous, Plat books. School trusts. Officials bonds. Miscellaneous records.	
XVI. Registration Officer .....	160
XVII. Board of Primary Election Commissioners .....	163
XVIII. Board of Canvassers .....	165
XIX. Board of Election Commissioners .....	167
XX. Board of Education .....	169
XXI. Superintendent of Schools .....	171
Activities and reports: Enumerations, Teachers, Pupils.	



## Table of Contents

XXII. Health Commissioner .....	178
Vital statistics.	
XXIII. Department of Public Welfare .....	181
XXIV. Surveyor .....	190
Surveys and reports. Construction plans and specifications. Maps.	
XXV. Highway Supervisor .....	197
XXVI. Agricultural Agent .....	190



Map of DeKalb County to appear here.





## HISTORY

Dekalb County lies in the northeast part of the state. It is bounded on the north by Steuben County, on the south by Allen County, on the west by Noble County, and on the east by Defiance County, Ohio. It has an area of 369 square miles.

The first permanent settler was John Houlton, formerly of Ohio. In 1833 he built the first house in the county, in Franklin Township, where he lived until his death June 2, 1875. John Fee entered 500 acres of land in 1834 partly in Dekalb County and partly in Steuben. He was followed by Charles Boyer, and later by Luther Keep, Charles Crain, and Peter Boyer. During 1834 eight more pioneers moved into the county by the way of Fort Wayne; Peter Fair, and his sons Abram and Charles, Charles F. Crous, George Delong, and Andrew, Jacob, and John Surface. They entered Butler Township on October 1 with a four horse team and wagon.

Dekalb County was organized January 14, 1837 out of lands attached to Allen and LaGrange Counties. Its boundaries as defined then have never been changed: "Beginning at the southwest corner of township thirty-three north of range twelve east, thence east with the line of Allen County to the line of the state of Ohio, thence north with said state line eighteen miles, thence west with the line dividing townships thirty-five and thirty-six to the line dividing ranges eleven and twelve east, thence south with said range line to the place of beginning". Laws of Indiana, 1834-35 (General), p. 44-45. The county was organized by a statute passed



January 14, 1837, which became effective May 1 of the same year.

The county seat was located at Auburn, after sharp competition with some residents who preferred Centerville, which has since vanished from the map.

The first election was held in July, 1837. The settlers voted at the home of Washington Robinson who lived in Vienis, later called Newvill. Peter Fair, Isaac F. Beecher, and Samuel Widney were elected to the board of commissioners. Ariel Waldon and Thomas L. Yates were chosen judges, and John F. Coburn, clerk and recorder. The Honorable Charles Ewing was president judge.

The first meeting of the commissioners was held in Auburn, July 25, 1837, at the home of Wesley Park with two members attending: Peter Fair and Samuel Widney. Their first act was to appoint Wesley Park clerk and treasurer. Byron Bunnell was named county agent, John Blair was given office of assessor, and Lanslot Ingman was made collector of taxes. The first legislative act was the prescribing of the boundaries of Franklin Township.

The "second session but first regular" was held at the same place, September 4, 1837. All the members were present. Samuel Eakright was chosen road commissioner of the county, and Union and Wilmington and Butler Townships were organized.

Dekalb County is divided into fifteen townships: Butler, Concord, Fairfield, Franklin, Grant, Jackson, Keyser, Newville, Richland, Smithfield, Spencer, Stafford, Troy, Union, and Wilmington. The incorporated cities and towns are: Auburn, Butler, Garrett, Altona, Ashley, Corunna, St. Joe and Waterloo.



The first election after the organization of the county was held August 6, 1838. It resulted in the choice of Luther Keep for commissioner, Wesley Park for sheriff, Lot Herrick for school commissioner, and Robert Work for coroner.

The county was named in honor of Baron Johann Dekalb, a German nobleman who entered the French army in 1743. In 1777 he accompanied Lafayette to the United States and offered his services to Congress. He was commissioned a major general, and was mortally wounded in the battle of Camden.

The first court of Dekalb County was held in the cabin of Wesley Park, the founder of the town of Auburn. After a school house was erected, court was, for a time, held in that building. In May, 1840, it was decided to build a court house on the public square. It was to be thirty feet north and south, and forty feet east and west, six feet portico. The work seems to have dragged as the first session of court held in the new building was April 29, 1844, nearly four years later.

On June 4, 1863, the contract for the second court house was let. Nothing much was done until the spring of 1864, when work on the building was pushed forward rapidly. On July 1, the bell, weighing 600 pounds, was brought by rail to Waterloo, and thence by team to Auburn. By the last of July the dome of the courthouse neared completion, and on contract time the work was finished. The first floor was divided into four offices, 21 feet by 24 feet, each with fire-proof vaults. The court room was on the second floor. The tower was eighty feet high, and surmounted by a flagstaff supporting a metallic eagle.



On July 27, 1911, the corner stone of the present courthouse was laid by Governor Thomas P. Marshall. The building is constructed of Bedford Oolitic limestone quarried near Bloomington, and Vermont marble is used in the interior of the building, which is 146 feet by 132 feet. Its height is 80 feet. There are 46 rooms in the court house, exclusive of lobbies, corridors, and rotunda. The county offices and record rooms are on the first and second floors.

Two beautiful mural paintings on the walls adjoining the stairway at the third floor, form part of the decoration. One represents "The Spirit of Industry". Inscribed in gold letters below the paintings are words: "The center group, a sitting female figure, allegorical of the State of Indiana, her right hand resting upon the constitution and her left hand holding the great seal of the state, giving protection to the agricultural and industrial endeavors of the county, assisted and counselled by a male figure, allegorical of the finest spiritual qualities of the human mind. At the base of the center group, a figure symbolic of education, a woman teacher instructing a future citizen, on the left different manufactures are portrayed, and on the right agriculture is represented by a great field of golden wheat, with harvesters in the distance, and in the foreground, cows and sheep, implying domestic industries of the county".

The painting on the opposite wall represents "The Spirit of Progress", with the following inscription below: The center group represents a monumental figure of Baron Dekalb, being crowned by







the Goddess of Victory as one of the bravest heroes of the Revolution. His horse being killed under him, he has regained his feet, and although badly wounded, is setting a fine example to his soldiers in attacking the enemy again and again, until mortally wounded. To the left in the background, scenes from the wars with the Indians, which were unavoidable before a final peaceful settlement of the country was possible. At the right, Columbia is proclaiming peace and liberty to the country. In the foreground, starting on the trail, is one of the earliest<sup>st</sup> pathfinders, and in the distance, a settler with his family tilling the soil of the county".

The <sup>u</sup>morals are the work of Arthur Thomas, of New York City.



Chart of Governmental Organization to appear here.



## 2. GOVERNMENTAL ORGANIZATION AND RECORDS SYSTEM

DeKalb County, with its county seat at Auburn, is a subdivision of the State of Indiana for administrative, judicial, and political purposes. It is a creature of the general assembly and possesses only such powers of local government as are conferred by acts of the general assembly or are incident and necessary to carry out the provisions thereof. Created by the state, the county is subject to legislative control at any time and its powers may be amplified or diminished without its consent.

DeKalb County was organized by an act of the general assembly, effective May 1, 1837. 1/ The present government, as it functions today, is the result of its development under the original Constitution of 1816, the present Constitution adopted in 1851 and as since amended, and more than a century of legislative action.

The county system of government is an inheritance from England and the American Colonies, whence pioneers in Indiana brought their customs and laws. Its beginnings in Indiana are found in the laws of the Northwest Territory, which recognized the counties already established, and provided for courts and administrative officers, as follows: General court of quarter sessions of the peace, county court of common pleas, 2/ and court of probate, 3/ commissioners, 4/ sheriff, 5/ coroner, 6/ recorder, 7/ treasurer, 8/ and circuit court. 9/ These officers were appointed by either the Governor or the general court of quarter sessions.



## Governmental Organization and Records System

The laws of Indiana Territory provided for additional offices; Surveyor, established in 1802; 10/ assessor, established in 1805, 11/ abolished in 1811; 12/ prosecuting attorney, established in 1810; 13/ and county agent, established in 1813 to convey and receive conveyances of public lands. 14/ In 1803 a new county tax levy law repealed the act of 1795 providing for the appointment of commissioners and their powers devolved upon the court of quarter sessions. 15/ In 1805 the court of quarter sessions was abolished and its duties transferred to the court of common pleas. 16/ An act of December 31, 1813 abolished the court of common pleas and the old circuit court, and transferred all matters in its jurisdiction to the new circuit court, consisting of a president judge and, from the county, three associate judges, 17/ and the associate judges were authorized to transact all county business. 18/ In 1804 the office of treasurer was abolished and his duties transferred to the sheriff. 19/ It was reestablished in 1811 20/ and again abolished in 1813 and the sheriff acted as the treasurer. 21/

In the year 1816, Indiana was admitted to the Union and the constitution of that year provided for the election in each county of a clerk of the circuit court, 22/ recorder, 23/ sheriff, and coroner. 24/ All territorial laws, not inconsistent with the constitution, continued in force until they expired or were repealed. 25/

The general assembly, in 1817, established the board of commissioners, to transact county business, consisting of three members, elected by the voters of the county; 26/ provided for a treasurer, appointed by the board of commissioners; 27/ and in 1818 a surveyor,





# Governmental Organization and Records System

appointed and commissioned by the Governor of the state. 28/

In 1824, the board of commissioners was abolished, and its functions conferred upon the justices of the peace of the county, who constituted the board for doing county business, 29/ until the board of commissioners was reestablished in 1831. 30/

In 1831 the general assembly made the surveyor an appointee of the board of commissioners, 31/ and established the offices of prosecuting attorney 32/ and school commissioners, the latter a financial agent in control of school lands and funds. 33/ Upon its organization in 1837, the government of Dekalb County followed the form outlined above. Further increases in the number of county agencies were made in 1841 with the addition of auditor, 34/ assessor, 35/ appraiser, 36/ and a board of review, composed of the board of commissioners, auditor, and assessor, to review tax assessments. 37/ Also in 1841, the treasurer became an elective officer. 38/ This system remained the administrative system of Dekalb County until the Constitution of 1851.

As the state grew, there was much dissatisfaction with the Constitution of 1816, but repeated attempts to change it did not succeed until 1850, when a constitutional convention was called which framed a new constitution. 39/ This constitution was submitted to the qualified voters of the state and adopted in 1851, proclaimed by the Governor to be effective on November 1, 1851, and with amendments, remains the Constitution of Indiana. 40/

The first session of the general assembly after the adoption



## Governmental Organization and Records System

of the new constitution enacted a general code known as the Revised Statutes of 1852, and with certain exceptions, 41/ repealed all previous laws, thereby abolishing the assessor and school commissioner, substituting the appraiser for the assessor in the board of review, and dividing the duties of the school commissioner between the auditor and the treasurer. 42/

Each county is a political subdivision of the state and has an individual governmental organization. Although the Constitution of 1851 forbids special legislation, 43/ and the general outline of the organization of county government remains the same, the general assembly has provided the necessary variations to take care of local needs and conditions in the several counties. Those variations lie chiefly in the number of officers and courts provided for counties within classifications based upon population. Urban and rural areas obviously cannot be governed by the same number of officers. Each county has the constitutional officers, but the statutory officers vary in number, powers, and duties. The latter officers may be compulsory in all counties, or they may be optional and therefore established in only a few instances; others are authorized in only certain classes of counties; though the class may include only one county.

Indiana stands alone among the states of the Union in having a dual system of county governing boards, 44/ since the establishment in each county of a county council in 1899. 45/ Each county is governed by a board of commissioners and a county council. The duties



## Governmental Organization and Records System

of these agencies, with technical distinction, are enumerated in their proper places below.

From the beginning of the present century, a tendency toward centralization of power in the hands of state authorities has taken from county officials many of their powers and duties and has greatly lessened the scope of those remaining. In older fields of finance, roads, and education, the state's supervision has greatly increased, and the creation of newer state departments such as police, food and fire inspection, and public welfare, has caused heavy removal of local responsibility and control.

## Present Administration of DeKalb County

The Constitution of 1851 reorganized the governmental structure, enlarging the number of constitutional officers to be elected by the people of the county, as follows: 46/

Clerk of the circuit court, who keeps all the records of the proceedings and business of the circuit court, serves ex officio as registration officer and member of the county election boards, and also performs certain duties of administrative character.

Recorder, who makes and preserves a public record of all legal documents, both official and private, as may be prescribed by law.

Sheriff, who is conservator of the peace, serves summons, and executes orders of the circuit court and county boards.

Coroner, who holds inquests in all cases of death by violence or accident or of suspicious circumstances.





## Governmental Organization and Records System

Treasurer, who receives and disburses all county moneys including the collection of taxes, and is ex officio a member of the board of review.

Auditor, who is the financial agent of the county and compiles the county budget estimates, prepares the tax duplicates, and serves as clerk and member of several county boards.

Surveyor, who has charge of all surveying and civil engineering work of the county, including the maintenance of drainage systems. 47/

The constitution empowers the general assembly to provide for the election or appointment of such other officers as may become necessary, 48/ and to confer on boards doing county business powers of a local, administrative character. 49/ Under this authority the general assembly has from time to time established the following statutory officers and boards:

Board of commissioners, the leading governing body of the county, often called the "county board", reestablished in 1852. It consists of three members elected for terms of three years. The board furnishes and maintains county buildings and grounds, administers the financial transactions of the county, and is responsible for the maintenance of county highways. 50/

County council, another governing body created in 1899 51/ to control the finances of county government. This council consists of seven members, elected for terms of four years. The council has power to fix the tax rate for county purposes and for all purposes where the rate is not fixed by law and is required to be uniform





## Governmental Organization and Records System

throughout the county, and to adopt the county budget, the exclusive right to make appropriations from the county treasury, and the exclusive power to authorize the borrowing of money and the issuing of bonds. 52/

Superintendent of schools, 1873, 53/ who has general superintendence of all schools of the county outside of incorporated cities and towns. 54/ Elected by the township trustees, 55/ he is ex officio a member and president of the county board of education. 56/

Board of education, 1873, 57/ consisting, since an amendment of 1877, of the superintendent of schools, township trustees, and the chairman of school trustees of each city and town of the county. The board is charged with the maintenance of the schools and school property, and purchases school supplies. 58/

Health commissioner, in 1909, appointed by the board of commissioners to enforce the health laws. 59/

Assessor, in 1891, 60/ who oversees the assessment of real and personal property, 61/ and appraises estates for inheritance taxes. 62/ He is elected by the voters of the county, 63/ and is ex officio a member and president of the board of review. 64/

Board of review, in 1891, whose members are the assessor, auditor, and treasurer, 65/ and, by an amendment of 1919, two freeholders of opposite political parties, appointed by the judge of the circuit court. 66/ This board equalizes tax assessments as between townships or other taxing units and between individual property owners. 67/



## Governmental Organization and Records System

Board of finance, in 1907, consisting of the board of commissioners, with the auditor as secretary. 68/ This board has the custody of county funds and selects the depositories. 69/

Agricultural agent, in 1913, who, under the supervision of Purdue University, conducts farmers' institutes and other movements for the advancement of agriculture and country life. He is appointed by the director of agricultural extension service of Purdue University, subject to the approval of the state board known as the county agricultural agent board. 70/

Highway supervisor, in 1933, who supervises, under the direction of the board of commissioners, the repair and maintenance of all county highways. The board of commissioners makes the appointment and may appoint the surveyor as highway supervisor. 71/ The board of commissioners of Dekalb County has appointed the surveyor as highway supervisor.

Board of tax adjustment, 1932, consisting of seven members 72/ who, by an amendment of 1937, are: One member of the county council, chosen by the council; the mayor of the largest city in the county or any public official of any city in the county, appointed by the mayor of the largest city of the county; one member of the county board of education, selected by such board; and four freeholders appointed by the judge of the circuit court. The board examines the tax levy and the corresponding items of the budget, and adjusts the tax rate so that it shall not exceed, in any municipal corporation the total tax rate prescribed by law. 73/



## Governmental Organization and Records System

School fund board, in 1936, consisting of three members--the auditor and the clerk of the circuit court, ex officio, and one member appointed by the judge of the circuit court. The board approves all loans from the common schools and the congressional township school funds. 74/

Department of public welfare, in 1936, 75/ comprising the board of public welfare, consisting of five members appointed by the judge of the circuit court, and the director of public welfare, appointed by the board. 76/ The department administers the provisions and benefits of the public welfare act. 77/

Registration officer, in 1933, who is clerk of the circuit court ex officio. He conducts the registration of voters. 78/

Board of election commissioners, in 1889, consisting of the clerk of the circuit court and two persons appointed by him, of opposite political parties. The board prepares, prints, and distributes ballots for general elections. 79/

Board of canvassers, in 1905, consisting of the election commissioners. 80/ The board canvasses, tabulates, and compiles the election returns of the county 81/ and certifies the candidates elected. 82/

Board of primary election commissioners, in 1915, consisting of the clerk of the circuit court and two persons appointed by him of opposite political parties. The board prepares, prints, and distributes ballots for primary elections. 83/





## Governmental Organization and Records System

## Judicial

The judicial system of Dekalb County, as of other Indiana counties, is prescribed by the constitution and subsequent acts of the general assembly. The constitution authorized and directed that the state be divided into judicial circuits. 84/ Dekalb County constitutes the seventy-fifth circuit, established in 1927. 85/ Previously, it was part of a judicial circuit to which adjoining counties were attached. The constitution further provides for the election of a judge 86/ and a prosecuting attorney for the circuit, 87/ and a clerk of the circuit court. 88/ The Dekalb Circuit Court has original exclusive jurisdiction in all cases, criminal, civil, probate, and juvenile, except where exclusive or concurrent jurisdiction is conferred by law upon justices of the peace, and such appellate jurisdiction as is conferred by law. It also has jurisdiction of all other causes, matters, and proceedings where exclusive jurisdiction thereof is not conferred by law upon some other court or office. 89/

## Records System

The records of Dekalb County began with its creation in 1837. The establishment of each of the county offices and bureaus inaugurated their records which were kept in such fashion as the incumbents saw fit, following in the main the directions of the general assembly under the provisions for each respective office. In 1909, the general assembly established the state board of accounts, which formulates,





## Governmental Organization and Records System

prescribes, and installs systems of accounting and reporting which are uniform for every public office of the same class. 90/ Under this law some of the records were combined to eliminate separation, duplication, and overlapping. The board also permits the use of bound loose-leaf records in almost all cases where the records are typed. The quality of the paper and ink and the binding and rebinding practices are left to the judgment of the board of commissioners, except that a good quality is required.

Whenever it may be necessary for the preservation of the records of any office, it is the duty of the board of commissioners to issue an order directing the officer in charge to copy and transcribe the records. 91/

In event of the loss or destruction, in whole or in part, of any of the county records, the board of commissioners shall send a certified list of such records furnished by the state to the Governor, who shall replace them and such records compiled in the county shall be restored, if possible, from original documents by the proper officer. If impossible, new records shall be made by evidence taken from parties having knowledge of the facts concerned, by either the proper officer or a commissioner appointed by the board of commissioners for that purpose. 92/

In 1925 a law was passed permitting county officials, at their discretion, to turn over to the archives division of the state library for permanent preservation, any official books, records, documents, original papers, newspapers files, or printed books and material not



## Governmental Organization and Records System

in current use in their offices. 93/ This law is optional and has been ineffectual. County officials are loath to part with records, even when no longer in use and in spite of lack of storage space, anticipating a possible call for them.<sup>1</sup> Consequently, they have only occasionally availed themselves of this provision for permanent preservation of their old records.

The recorder and other county officers, by an act of 1927, are authorized to record deeds, mortgages, and other instruments by any approved photographic process adopted by the board of commissioners. 94/

In 1937, the general assembly authorized the director of the state library, at his discretion, to make a copy, by photography or in any other way, of any official book, record, document, original paper, newspaper, or printed book or material in any county, city, or other public office, for preservation in the state archives. All public officials must permit copies to be made of the books, records, documents, and papers in their respective offices. 95/

- 1/ Acts 1836-37 (general), pp. 57-58.
- 2/ Laws, N. W. Terr., Acts 1788, ch. 2, pp. 4, 7.
- 3/ Ibid., ch. 3.
- 4/ Ibid., Acts 1795, p. 201, secs. 1-2.
- 5/ Ibid., Acts 1788, ch. 2, p. 8.
- 6/ Ibid., Acts 1788, ch. 9, p. 24.
- 7/ Ibid., Acts 1795, p. 197, sec. 1.
- 8/ Ibid., Acts 1792, ch. 2, sec. 6.
- 9/ Ibid., Acts 1795, pp. 156-57, sec. 9.
- 10/ Laws, Ind. Terr., Acts 1502, ch. 25, sec. 1.
- 11/ Ibid., Acts 1805, ch. 32, sec. 1.
- 12/ Ibid., Acts 1811, ch. 35, sec. 17.
- 13/ Ibid., Acts 1810, ch. 10, sec. 5.
- 14/ Ibid., Acts 1813, ch. 10, sec. 2.
- 15/ Ibid., Acts 1803, ch. 7, secs. 9-12, 14, 17, 20, 23.
- 16/ Ibid., Acts 1805, ch. 19, sec. 1.



## Governmental Organization and Records System

- 17/ Ibid., Acts 1813-14, ch. 29, secs. 1-4.
- 18/ Ibid., Acts 1813-14, ch. 29, sec. 2. Acts 1814, ch. 14, sec. 3.
- 19/ Ibid., Acts 1803, ch. 7, sec. 22.
- 20/ Ibid., Acts 1811, ch. 37, sec. 4.
- 21/ Ibid., Acts 1813, ch. 8, secs. 25-26.
- 22/ Const., 1816, art. 5, sec. 8.
- 23/ Ibid., art. 11, sec. 10.
- 24/ Ibid., art. 4, sec. 25.
- 25/ Const., 1816, art. 12, sec. 4.
- 26/ Acts 1816-17, ch. 15, sec. 1.
- 27/ Ibid., ch. 17, secs. 1-2.
- 28/ Acts 1817-18, ch. 30, sec. 1.
- 29/ Rev. Laws 1824, ch. 15, secs. 1, 11, 16-17.
- 30/ Rev. Laws 1831, ch. 20, secs. 1, 12, 14.
- 31/ Ibid., ch. 102, sec. 1.
- 32/ Ibid., ch. 10, sec. 1.
- 33/ Ibid., ch. 56, sec. 6.
- 34/ Acts 1841, ch. 2, sec. 1.
- 35/ Ibid., ch. 3, sec. 1.
- 36/ Ibid., ch. 1, sec. 1.
- 37/ Ibid., ch. 1, sec. 18.
- 38/ Ibid., ch. 4, sec. 1.
- 39/ Acts 1850, ch. 21, sec. 9.
- 40/ Kettleborough, Charles. Constitution Making in Indiana.  
Vol. 1, p. 222.
- 41/ Laws dealing with twenty subjects were excepted from the repeal, but they did not affect the governmental organization of the county.
- 42/ 1 Rev. Stat. 1852, ch. 35, sec. 2; ch. 92, sec. 1; ch. 98, sec. 153.
- 43/ Const., art. 4, sec. 22.
- 44/ Snider, Clyde Frank. County and township government in Indiana. P. 4.
- 45/ Acts 1899; Burns 26-501; Baldwin 5365.
- 46/ Const., art. 6, sec. 2.
- 47/ For citations, see the legal status essays of these offices in Part B. of this inventory.
- 48/ Const., art. 6, sec. 3.
- 49/ Const., art. 6, sec. 10.
- 50/ 1 Rev. Stat. 1852, Acts 1929; Burns 26-601; Baldwin 5215.  
1 Rev. Stat. 1852, Acts 1935; Burns, 1937 suppl., 26-620; Baldwin, 1935 suppl., 5236. Acts 1919; Burns 36-301; Baldwin 8859.
- 51/ Acts 1899; Burns 26-501; Baldwin 5365.
- 52/ Acts 1899; Burns 26-515, 26-520; Baldwin 5379, 5384. Acts 1899, 1921, 1929; Burns 26-532; Baldwin 5396.
- 53/ Acts 1873, ch. 25, sec. 2.
- 54/ Acts 1899; Burns 28-704; Baldwin 5938.
- 55/ Acts 1899, 1911, 1923; Burns 28-702; Baldwin 5931.
- 56/ Acts 1873, 1877; Burns 28-501; Baldwin 5983.
- 57/ Acts 1873, ch. 25, sec. 8.





## Governmental Organization and Records System

- 58/ Acts 1873, 1877; Burns 28-801; Baldwin 5983.  
59/ Acts 1891, 1909; Burns 35-108, 35-111; Baldwin 8402, 8405.  
60/ Acts 1891, ch. 99, sec. 112.  
61/ Acts 1919; Burns 64-1102; Baldwin 15698.  
62/ Acts 1931, 1933; Burns 6-2408; Baldwin 15946.  
63/ Acts 1919, 1921; Burns 64-1101; Baldwin 15696.  
64/ Acts 1919, 1920 (Spec. Sess.); Burns 64-1201; Baldwin 15700.  
65/ Acts 1891, ch. 99, sec. 114.  
66/ Acts 1919, 1920 (Spec. Sess.); Burns 64-1201; Baldwin 15700.  
67/ Acts 1919; Burns 64-1205; Baldwin 15704.  
68/ Acts 1907, ch. 222, sec. 6, Acts 1937; Burns, 1937 suppl., 61-629; Baldwin, 1937 suppl., 13844-50.  
69/ Acts 1937; Burns, 1937 suppl., 61-636; Baldwin, 1937 suppl., 13844-57.  
70/ Acts 1913, 1923, 1927, 1937; Burns 1937 suppl., 28-4911; Baldwin, 1937 suppl., 6457.  
71/ Acts 1933; Burns 36-1101, 36-1110; Baldwin 8699, 8708.  
72/ Acts 1932 (Spec. Sess.), ch. 10, sec. 4.  
73/ Acts 1937; Burns, 1937 suppl., 64-310, 64-311; Baldwin, 1937 suppl., 15897-4, 15897-5.  
74/ Acts 1865, 1935; Burns, 1937 suppl., 28-209; Baldwin, 1935 suppl., 6558.  
75/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1117; Baldwin, 1937 suppl., 14078-18.  
76/ Acts 1936 (Spec. Sess.), 1937; Burns, 1937 suppl., 52-1118, 52-1119; Baldwin, 1937 suppl., 14078-19, 14078-20.  
77/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1120; Baldwin, 1937 suppl., 14078-21.  
78/ Acts 1933, 1935; Burns, 1937 suppl., 29-306; Baldwin, 1935 suppl., 7304.  
79/ Acts 1889; Burns 29-1102; Baldwin 7109.  
80/ Acts 1905, 1927; Burns 29-1401; Baldwin 7377.  
81/ Acts 1905; Burns 29-1401; Baldwin 7380.  
82/ Acts 1905; Burns 29-1405; Baldwin 7381.  
83/ Acts 1915, 1917; Burns 29-504; Baldwin 7197.  
84/ Const., art. 7, sec. 9.  
85/ Acts 1927; Burns 4-332; Baldwin, 1935 suppl., 1415-1.  
86/ Const., art. 7, sec. 9; Acts 1881 (Spec. Sess.); Burns 4-301; Baldwin 1395.  
87/ Const., art. 7, sec. 11. 2 Rev. Stat. 1852; Burns 49-2501; Baldwin 5456.  
88/ Const., art. 6, sec. 2. 2 Rev. Stat. 1852; Burns 49-2701; Baldwin 1427.  
89/ Const., art. 7, sec. 8. Acts 1881 (Spec. Sess.); Burns 4-303; Baldwin 1397.  
90/ Acts 1909; Burns 60-202; 60-224; Baldwin 13855, 13875.  
91/ Acts 1877; Burns 26-634; Baldwin 5339.





## Governmental Organization and Records System

92/ 2 Rev. Stat. 1852, Acts 1865; Burns 57-101 to 57-124; Baldwin 1168 to 1191. Acts 1881; Burns 57-208 to 57-210; Baldwin 1165 to 1167. Acts 1893; Burns 57-125, 57-211 to 57-214; Baldwin 1197, 1192 to 1195.

93/ Acts 1925, 1937; Burns, 1937 suppl., 63-830; Baldwin, 1937 suppl., 10287.

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Floor plans of first floor to appear here.



## HOUSING, CARE, AND ACCESSIBILITY OF THE RECORDS

## Clerk of the Circuit Court

The Clerk's bureau, located in the northwest section of the first floor, comprises three rooms, a main office, record room, and filing room. The main office is a room 39' by 33' by 13 $\frac{1}{2}$ ', with one entrance door 7' by 5', five doors 7 $\frac{1}{2}$ ' by 3 $\frac{1}{2}$ ', and two windows 12' by 5'. It has a Terrazzo floor, painted ceiling and walls, all in good condition. The ventilation and atmospheric conditions are good and the room is clean and dry. Under a counter in the center of the room, there are 100' of steel roller shelving, of which 80' are occupied with bound volumes, while file cabinets provide 176 boxes 16" and 18" deep. The room is not crowded and there is plenty of room for expansion if necessary. A metal counter, two tables and chairs provide good accommodations for users. Approximately 20% of the clerk's records are housed here. The record room is 48' by 27' by 13'6", with two doors 7' by 3 $\frac{1}{2}$ ', and two windows 10' by 4 $\frac{1}{2}$ '. It has a Terrazzo floor, cement ceiling and walls, all in good condition. The ventilation and atmospheric conditions are good and the room is clean and dry. Along the east, west, and south walls of the room, there are 648' of steel roller shelving, all of which are occupied with bound volumes, while file cabinets provide 126 boxes 10 $\frac{1}{2}$ " and 15 $\frac{1}{2}$ " deep. This room is not crowded and there is plenty of room





Floor plans of second floor to appear.



## Housing, Care, and Accessibility of the Records

for expansion. It is recommended that new shelving and equipment be added here to make room for future expansion in the proper housing of records. Tables and chairs provide accommodations for users. Approximately 60% of the clerk's records are housed in this room. The filing room is 39' by 27' by  $13\frac{1}{2}$ ', with two doors 7' by  $3\frac{1}{2}$ ', and four windows  $9\frac{1}{2}$ ' by 4'. It has a terrazzo floor, painted plaster walls, and ceiling all in good condition. The ventilation and atmospheric conditions are good and the room is clean and dry. Along the south, north, and west wall, there are 148' of steel roller and wooden shelving, of which 129' are occupied with bound volumes, while file cabinets provide 325' of boxes 15" deep. The room is not crowded and additional shelving and equipment could be added if necessary. Two tables and chairs provide good accommodations for users. Approximately 20% of the records of this bureau are housed here. The juvenile court records of the clerk's bureau are housed in the judge's chamber located on the northwest corner of the third floor. This room is  $18\frac{1}{2}$ ' by 16' by  $13\frac{1}{2}$ ', with two doors 7' by  $3\frac{1}{2}$ ', and three windows 8' by 4'. The ventilation and atmospheric conditions are good and the room is clean and dry. About  $1\frac{1}{2}$ ' of bound volumes and 4' of file boxes 14" deep, house the clerk's records in this room. There is plenty of room for expansion.



Floor plans of third floor to appear here.



## Housing, Care, and Accessibility of the Records

## Recorder

The recorder's bureau, located in the northeast section of the second floor, comprises a main office, record room, and a vault. The main office measures 42' by 28' by 13 $\frac{1}{2}$ ', with two doors 7 $\frac{1}{2}$ ' by 3', one double door 7 $\frac{1}{2}$ ' by 6', and two windows--one 5'2" by 9' and the other 28" by 9'. It has a terrazzo floor, cement ceiling and wall, all in good condition. The ventilation and atmospheric conditions are good and it is clean and dry. Along the north half of the west wall, there are 120' of steel roller shelving, of which 80' are occupied with bound volumes, while file cabinets provide 12' of boxes, 14" and 16" deep. The room is not crowded and more shelving and equipment could be added if necessary. A long counter, three tables, and chairs afford good accommodations for users. Approximately 15% of the recorder's records are housed here. The record room is 30' by 20' by 13 $\frac{1}{2}$ ', with two doors 7 $\frac{1}{2}$ ' by 3', and two windows 9' by 4'. It has a terrazzo floor with cement ceiling and walls, all in good condition. The ventilation and atmospheric conditions are good and it is clean and dry. Along the north and south walls, there are 521' of steel roller shelving, of which 407' are occupied with bound volumes. The room is not crowded and there is room for expansion. Three desks and chairs provide good accommodations for users. Approximately 84% of the recorder's records are housed here. The recorder's vault measures 30' by 20' by 13 $\frac{1}{2}$ ', with two doors 7 $\frac{1}{2}$ ' by 3', and





## Housing, Care, and Accessibility of the Records

three windows 9' by 4'. It has a terrazzo floor, cement ceiling and walls, all in good condition. The ventilation and atmospheric conditions are good and it is clean and dry. Along the south wall, there are 63' of steel roller shelving, of which 16' are occupied with bound volumes. The room is not crowded allowing plenty of room for expansion. Three desks, a large counter, and chairs provide good accommodations for users. Approximately 1% of the bureau's records are housed here.

## Sheriff

The sheriff's bureau is located in the northwest section of the first floor and is a room 33' by 33' by 13'6", with two doors 7 $\frac{1}{2}$ ' by 3 $\frac{1}{2}$ ', <sup>also</sup> 7 $\frac{1}{2}$ ' by 5', and two windows 7' by 3 $\frac{1}{2}$ '. It has a terrazzo floor, painted plastered ceiling and walls, all in good condition. The ventilation and atmospheric conditions are good and it is clean and dry. A built-in steel counter provides 22' of steel roller shelving, all of which are occupied with bound volumes, while two filing cabinets contain boxes 10" and 21" deep. It is not crowded allowing plenty of room for expansion. A lounge and chairs provide good accommodations for users. Approximately 100% of all available records are housed in this room.

## Coroner

The coroner's bureau is located in the coroner's private home, and all records of this office are housed there. It is



## Housing, Care, and Accessibility of the Records

recommended that space and equipment be provided in the courthouse for the proper housing of this bureau and its records.

## Assessor

The assessor's two rooms are located at the southwest corner of the first floor, and consists of a main office and record room. The main office, on the first floor, is a room 25' by 20' by 13 $\frac{1}{2}$ ', with two doors 3' by 3', and four windows 7' by 3'9". The floor is terrazzo tile, ceiling and walls cement, all in good condition. The temperature and ventilation are regulated and the room is clean and dry. Along the north wall, there are 52' of steel shelving, of which 42' are occupied with bound volumes, while filing cabinets provide 14' of boxes 13" deep. The room is not crowded and additional shelving could be added. It is recommended that more shelving be provided for the proper housing of records in this bureau as approximately only 65% of the records are kept here. The record room, on the second floor, is a room 44 $\frac{1}{2}$ ' by 39' by 13 $\frac{1}{2}$ ' with two doors 7'6" by 3 $\frac{1}{2}$ ', and three windows 7'3" by 3 $\frac{1}{2}$ '. The floor is terrazzo tile, cement ceiling and walls, all in good condition. The ventilation and atmospheric conditions are good and it is clean and dry. Along the north and east walls, there are 120' of steel roller shelving, all of which are occupied with bound volumes, while 680' of bound volumes, 234' of unbound material, and 420' of file cabinets providing boxes 13" deep, are scattered about the room and piled on the floor and tables. Four bookcases



## Housing, Care, and Accessibility of the Records

and chairs afford poor accommodations for users. Approximately 60% of these records are the assessor's, 70% are auditor's, and 75% are the treasurer's records. It is recommended that new shelving and equipment be added to this room to properly house these public records.

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## Treasurer

The treasurer's bureau, located in the southeast section of the second floor, comprises two rooms, a main office and record room. The main office measures 48' by 45' by 13 $\frac{1}{2}$ ', with two doors 7 $\frac{1}{2}$ ' by 3 $\frac{1}{2}$ ', one double door 7 $\frac{1}{2}$ ' by 6', and five windows 8' by 4'. It has a terrazzo floor, cement ceiling and walls, all in excellent condition. The ventilation and atmospheric conditions are good and it is clean and dry. Along the south and east walls under a counter, there are 104' of steel roller shelving, of which 46' are occupied with bound volumes, while file cabinets provide 17' of boxes 20" and 13" deep. The room is not crowded and 50% of the bureau's records are housed here. Seven desks, chairs, and stools provide good accommodations for users. The record room is the same one described in the assessor's and auditor's bureaus and houses 50% of the treasurer's records.

## Auditor

The auditor's bureau, located at the southwest corner of the main floor, comprises two rooms, a main office and record room. The main office is a room 34' by 30' by 13 $\frac{1}{2}$ ', with five doors



## Housing, Care, and Accessibility of the Records

7'3" by 3'6", one double door 7 $\frac{1}{2}$ ' by 6', and two windows 8' by 4'6". It has a terrazzo floor with cement ceiling and walls, all in good condition. The ventilation and atmospheric conditions are good and the room is clean and dry. Along the south wall, beneath a long counter and across the center of the room, there are 170' of steel roller shelving, of which 118' are occupied with bound volumes, while filing cabinets provide 19' of boxes 14" deep. The room is crowded and as there is space for new shelving, it is recommended that this be installed for the proper housing of records here. A large counter and chairs provide the accommodations for users. About 20% of the auditor's records are kept in this room. The record room is the same one described in the assessor's bureau. Approximately 70% of the auditor's records are stored in this room.

## Superintendent of Schools

The superintendent of schools' bureau, located in the southeast corner of the third floor, comprises three rooms, a main office, west room and examination room. The main office is 14' by 13 $\frac{1}{2}$ ' by 10'3", with two doors 7'4" by 3' and 7 $\frac{1}{2}$ ' by 3', and two windows 4'8" by 1'6" and 6'6" by 2'6". It has a terrazzo floor, plastered ceiling and walls, all in good condition. The ventilation and atmospheric conditions are good and it is clean and dry. Along the north wall, there are 45' of steel roller shelving, of which 39' are occupied with bound volumes, while a filing cabinet provides 3' of boxes 18"







## Housing, Care, and Accessibility of the Records

deep. There is ample shelving and equipment here and no room for expansion. Two desks and chairs provide good accommodations for users. Approximately 15% of the bureau's records are housed here. The west room of the recorder's bureau measures 14' by 10 $\frac{1}{2}$ ' by 10'4", with two doors 7 $\frac{1}{2}$ ' by 3' and 7'4" by 3', without windows and a transom over the larger door which is 18" by 36". It has a terrazzo floor, plastered ceiling and walls, all in good condition. The ventilation and atmospheric conditions are good with no dust, soot or dampness. Along the north wall, there are 27' of steel roller shelving, all of which are occupied with bound volumes, while a file cabinet provides 3' of boxes 7 $\frac{1}{2}$ " deep. There is ample space and equipment in this room. A table and chair provide accommodations for users. Approximately 30% of the bureau's records are housed in this room. The examination room is 36' by 32' by 13', with an offset of 18' by 8', with one door 7 $\frac{1}{2}$ ' by 3', one double door 7 $\frac{1}{2}$ ' by 29 $\frac{1}{2}$ ", with transom 59" by 17", and four windows 6'9" by 4'2" and 6'9" by 2'. The ventilation and atmospheric conditions are good, and it is clean and dry. The room is not crowded allowing plenty of space for expansion for the future housing of records here. Three long tables and chairs provide good accommodations for users. Approximately 55% of the bureau's records are housed in this examination room.



## Housing, Care, and Accessibility of the Records

## Surveyor

The surveyor's bureau, located in the northwest section of the first floor, comprises two rooms, a main office and west room. The main office measures 39' by 35' by 13 $\frac{1}{2}$ ', with one double door 7' by 6', one single door 7' by 3 $\frac{1}{2}$ ', and two windows 7' by 4 $\frac{1}{2}$ ' and 7' by 2 $\frac{1}{2}$ '. It has a terrazzo floor, cement ceiling and walls, all in good condition. The ventilation and atmospheric conditions are good and it is clean and dry. Along the north wall and across center of the room, there are 39' of steel roller shelving, of which 27' are occupied with bound volumes, while a desk provides 7' of unbound materials. The room is not crowded allowing plenty of space for expansion. Desks and chairs provide the accommodations for users. Approximately 75% of the bureau's records are housed in this room. The west room, off the main office, measures 22' by 20' by 13 $\frac{1}{2}$ ', with one door 7' by 3 $\frac{1}{2}$ ' and four windows 7' by 3'6". It has a terrazzo flooring with cement ceiling and walls, all in good condition. The ventilation and atmospheric conditions are good and it is clean and dry. Along the east wall, there are 66' of steel shelving, of which 9' are occupied with bound volumes, while file cabinets provide 23' of boxes 23" deep. The room is not crowded allowing plenty of space for future expansion. Desks and drawing boards provide the accommodations for users. Approximately 25% of the bureau's records are housed here.



## 4. LIST OF ABBREVIATIONS, SYMBOLS, AND EXPLANATORY NOTES

The Style Manual of the United States Government Printing Office is the authority followed herein.

Acts	<u>Session</u> Laws of the State of Indiana (commonly referred to by binder's title, Acts).
agr. agt.	agricultural agent, agricultural agent's
alph.	alphabetical, alphabetically
arr.	arranged
art.	article
assr.	assessor, assessor's
aud.	auditor, auditor's
Baldwin	BALDWIN, WILLIAM EDWARD, editor. <u>Baldwin's Indiana Statutes Annotated 1934, complete in one volume, containing all general laws to January 1, 1934 together with annotations from decisions of the supreme and appellate courts. (Cleveland, Ohio. Banks-Baldwin Law Publishing Co., [1934].)</u> With supplements May 1935 and May 1937. (The year is given in references only in citations to supplements. Numbers refer to sections which run in one continuous, consecutive series.)
bdl.	bundle
Bldg.	Building
bsmt.	basement
Burns	BURNS, HARRISON, editor. <u>Annotated Indiana Statutes containing all acts of a general and public nature in force September 1, 1933. (12 vols. Indianapolis, Ind. The Bobbs- Merrill Company, [c1933, c1934, c1935, c1937].)</u> With supplement 1937 in pocket in cover of each volume. (The year is given in references only in citations to supplements. Numbers refer to sections which run in one continuous, consecutive series as explained in Burns 1:iii-iv.)



## List of Abbreviations, Symbols, and Explanatory Notes

c	copyright (before date)
C. C.	County Courthouse
ch.	chapter
chron.	chronological , chronologically
clk.	clerk, clerk's
Const.	Constitution of Indiana (refers to present constitution unless date follows)
hdw.	handwritten
hlth. comr.	health commissioner, health commissioner's
<u>ibid.</u>	ibided (same reference as that immediately foregoing)
Ind.	Indiana: Indiana Reports (when preceded by the volume number, reference is to the official state court reports).
Laws Ind. Terr.	Laws of Indiana Territory, The: 1801-1809.
Laws N. W. Terr.	Laws of the Northwest Territory, The: 1788-1800.
mi.	mile
no., nos.	number, numbers
off.	office
p., pp.	page, pages
pros. atty.	prosecuting attorney, prosecuting attorney's
pt	part
publ. wfr.	public welfare
pvt.	private
rec.	record
recr.	recorder, recorder's
Rev. Laws	Revised Laws of Indiana
Rev. Stat.	Revised Statutes of Indiana.





## List of Abbreviations, Symbols, and Explanatory Notes

rm.	room
sec.	section
shf.	sheriff, sheriff's
spe. sess.	special session
stat.	statutes
stg.	storage
suppl.	supplement
sur.	surveyor, surveyor's
supt.	superintendent, superintendent's
tr.	treasurer, treasurer's
twp.	township
U. S.	United States
vol., vols.	volume, volumes
--	current
'	foot, feet
"	inch, inches (omitted after dimensions in entries)
x	by

Other abbreviations in common use are occasionally used.

## Explanatory Notes

The inventory of the records of each bureau is preceded by an essay explaining its legal status and functions. As a comparative basis for the dates of the records, the inception date of each office may be taken as either the date of the organization of the county or, if the office was established later, the year of the act inaugurating it.



## List of Abbreviations, Symbols, and Explanatory Notes

Entries are grouped under an outline classification, using headings and subheadings according to relative functions. Every entry has two parts or paragraphs: Title and description. Occasionally an entry may have a third (cross-reference) paragraph.

I. The title paragraph consists of:

Entry number. The entries are numbered consecutively.

Exact title (in capitals and small capitals) as it appears on the record. Titles enclosed in brackets are supplied by The Historical Records Survey, if the volume or file bears no title. Supplementary titles (in capitals and lower-case letters), enclosed in brackets, are also supplied where it is necessary to explain the types of records more fully, or where the exact title borne by the record is incorrect or misleading.

Dates of the period covered by the record, showing inclusive beginning and ending dates by years only. In a divided year, the month and day are given unless unascertainable. A dash in place of an ending date denotes a continuous open record.

Quantity.

Markings, if a series or a part of a series. Where the entry consists of one unit, marked 1, the marking is omitted; if otherwise marked, except by dates, marking is given. If the marking is inconsistent or confusing, the notation "labeling varies" or "numbering varies" follows the quantity.

Missing volumes.

Subtitles or variations in title.



## List of Abbreviations, Symbols, and Explanatory Notes

### II. The description consists of:

A complete description of the record, the contents, and its purpose, with a resume of the column headings or subjects treated.

Method of arrangement or indexing, if any.

Nature of recording. Modern records are almost exclusively in printed form, filled in by hand or typewriter as stated in entry.

Condition. If good or excellent, it is omitted.

Number of pages averaged for a series.

Size, in the order of height, width, and depth, averaged for a series, is given in inches; hence the inch sign is omitted.

Location. The place of custody (the room in which the records are located) is given in the entry, and refers to the courthouse unless another building is specified.

### III. Cross-references are made to other entries:

For records which have related functions.

For records having earlier or later recordings under a different title or type of record.

For records on which supplementary information may be found in other entries.

Whenever an entry contains more than one type of record, all the data are given in a master entry under the actual title or under a complete title, if supplied, with reference to subordinate entries for each part. The subordinate entries consist of title, dates, and description only.



(Next entry 1, page 47)

## PART B. COUNTY OFFICES AND THEIR RECORDS

## 1. BOARD OF COMMISSIONERS

The board of commissioners is a statutory body comprising three members 1/ elected for terms of three years. The county is divided into three districts from each of which one member is elected by the electorate of the entire county. 2/ Terms are so arranged that no two members take office in the same year. 3/

Dekalb County has had a board for doing county business since 1837, the date of its organization, under an act of 1831 which established the board of commissioners, consisting of three elective members 4/ in its present form, and the revised statutes of 1852 confirmed it. 5/

The board is the administrative agency of the county and exercises all powers for the transaction of county business conferred by law. 6/ In 1899 the fiscal powers were vested exclusively in the county council, which was then created. 7/

The board of commissioners is a body corporate and politic by the name and style of "The Board of Commissioners of the County of Dekalb", and as such, and in such name, may sue and be sued, possessing duties, rights, and powers incident to corporations. 8/ It meets in regular sessions beginning on the first Monday of every month 9/ and in special sessions called for specifically stated business by the auditor, its clerk ex officio, 10/ or, in case of death or disqualification, by the clerk of the circuit court or recorder, respectively. 11/ Any two members constitute





a quorum to do business. 12/

Its principal functions are: Control of county property, allowance of claims against the county, auditing accounts of all officers handling county money, 13/ and exercise of the right of eminent domain. 14/ Other powers, in specific instances, have been conferred upon the board by the legislature: Letting of contracts for county buildings; 15/ purchase of materials and supplies; 16/ supervision of maintenance of roads, bridges, and culverts; 17/ preparation of the annual budget estimates; 18/ abolition or change of township or precinct boundary lines; 19/ establishment and maintenance of libraries 20/ and hospitals; 21/ authorization of payment of bounties; offering of rewards; 22/ and authorization of subscription to and preservation of public newspapers printed in the county. 23/

Besides its administrative functions, the board sits as a court in the trial of causes concerning county business. For the transaction of business it adopts its own regulations, but for court sessions it must comply, so far as practicable, with the rules for conducting business in the circuit court. 24/ Appeals from its decisions can be taken to the circuit court pursuant to statute. 25/

The commissioners, by virtue of their office, were constituted a board of turnpike directors by an act of 1879, for the management and control of all free turnpikes in the county. Each director had personal supervision of his district. The powers of the board were to appoint suitable persons to supervise the work of



repairs, contract for labor materials, and enter upon lands to take gravel, giving certificates in payment. The board appointed its clerk, 26/ until an act of 1905 made the auditor ex officio the clerk. 27/ This board was abolished in 1913, and the highways were placed in charge of a superintendent of highways appointed by the commissioners. 28/ This office was likewise abolished twenty years later. The supervision of highways became a duty of the surveyor, 29/ unless the commissioners appoint a highway supervisor. 30/

The auditor, as clerk of the board of commissioners, attends its meetings, keeps a record of the proceedings, and preserves all the books and papers touching the business of the county in his office. 31/

All the records are located in the courthouse.

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- 1/ 1 Rev. Stat. 1852, Acts 1929; Burns 26-701; Baldwin 5215.
  - 2/ 1 Rev. Stat. 1852; Burns 26-602; Baldwin 5216.
  - 3/ Acts 1885; Burns 26-604; Baldwin 5218.
  - 4/ Rev. Laws 1831, ch. 20, sec. 1.
  - 5/ 1 Rev. Stat. 1852, ch. 20, sec. 1.
  - 6/ Acts 1817, ch. 15, sec. 1. Const., art. 6, sec. 10. 1 Rev. Stat. 1852, ch. 20, sec. 13.
  - 7/ Acts 1899; Burns 26-501, 26-515; Baldwin 5365, 5379. Acts 1899, 1921, 1929; Burns 26-532; Baldwin 5396.
  - 8/ 1 Rev. Stat. 1852; Burns 26-606; Baldwin 5220.
  - 9/ Acts 1899; Burns 26-550; Baldwin 5221.
  - 10/ 1 Rev. Stat. 1852; Burns 49-3004; Baldwin 5418. Acts 1899; Burns 26-610; Baldwin 5223.
  - 11/ Acts 1863; Burns 26-607; Baldwin 5222.
  - 12/ 1 Rev. Stat. 1852; Acts 1929; Burns 26-601; Baldwin 5215.
  - 13/ 1 Rev. Stat. 1852; Acts 1935; Burns, 1937 suppl., 26-620; Baldwin, 1935 suppl., 5236.
  - 14/ Acts 1899; Burns 26-2101 to 26-2106; Baldwin 5109 to 5114. Acts 1919; Burns 36-303; Baldwin 8861. Acts 1935; Burns, 1937 suppl., 36-711; Baldwin, 1935 suppl., 8861-1. Acts 1937; Burns, 1937 suppl., 26-640; Baldwin, 1937 suppl., 5236-1.



## Board of Commissioners--Court Proceedings and Reports (1-2)

- 15/ Acts 1907; Burns 26-2002; Baldwin 5101, 5103.  
 16/ Acts 1899; Burns 26-535; Baldwin 5400. Acts 1899, 1903,  
 1933; Burns 26-536; Baldwin 5401.  
 17/ Acts 1919; Burns 36-301; Baldwin 8859.  
 18/ Acts 1899; Burns 26-516, 26-519; Baldwin 5380, 5383.  
 19/ Acts 1859; Burns 26-701; Baldwin 16055. Acts 1919; Burns  
 26-705; Baldwin 16059.  
 20/ 1 Rev. Stat. 1852; Burns 41-501. Acts 1917, 1921, 1927;  
 Burns 41-510; Baldwin 10321.  
 21/ Acts 1903; Burns 22-3201; Baldwin 4507.  
 22/ 1 Rev. Stat. 1852, Acts 1875, 1883, 1889, 1911, Burns  
 26-1101 to 26-1106; Baldwin 3802, 5288 to 5290, 5293, 5294.  
 23/ 1 Rev. Stat. 1852; Burns 26-626; Baldwin 5285.  
 24/ 1 Rev. Stat. 1852; Burns 26-617; Baldwin 5228.  
 25/ 1 Rev. Stat. 1852; Burns 26-901; Baldwin 5277. Acts 1879  
 (Spec. Sess.), 1885; Burns 26-820; Baldwin 5275.  
 26/ Acts 1879 (Spec. Sess.), ch. 115, sec. 1.  
 27/ Acts 1905, ch. 167, sec. 85.  
 28/ Acts 1913, ch. 330, sec. 1.  
 29/ Acts 1933; Burns 36-1101; Baldwin 8699.  
 30/ Acts 1933; Burns 36-1110; Baldwin 8708.  
 31/ 1 Rev. Stat. 1852; Burns 26-611, 26-621, 49-3004; Baldwin  
 5228, 5238, 5418.

## Court Proceedings and Reports

## 1. COMMISSIONERS' DOCKET, 1867-1920. 16 vols. (1-16).

Calendar of court cases, showing date filed; names of claimants,  
 petitioners, remonstrators, and vendors; documentary evidence  
 introduced; proceedings; and decision of the board. Arr. chron.  
 Hdw. 300 pp. 16 x 2 x 2 $\frac{1}{2}$ . Aud. off.

For subsequent records, see entry 2.

## 2. COMMISSIONERS' RECORD OF DISPOSED CASES, 1920--. 2 vols.

Record of cases disposed of in commissioners' court, showing number,  
 date, and nature of case; names of parties in action; proceedings;  
 and decision. Arr. chron. Hdw. 800 pp. 12 x 12 x 6. 1 vol.,  
 1920-32, rec. rm., 2nd floor; 1 vol., 1932--, Aud. off.

For prior records, see entry 1.





## 3. COMMISSIONERS' RECORD, 1837--. 17 vols. (A-Q).

Minutes of commissioners' meetings, showing date of meeting, minutes of business transacted, decisions on petitions, and resolutions passed. Arr. alph. by titles of subject matters. 1837- Apr. 1915 hdw.; May 1915--typed. 300 pp. 16 x 12 x 3. Aud. off.

## 4. INDEX TO COMMISSIONERS' RECORDS, VOLUMES A, B, C, D, 1837-61. 4 vols. (A, B, C, D).

Index to commissioners' record, showing title of subject matter, and volume and page numbers of record. Arr. alph. Hdw. 100 pp. 18 x 12 x  $\frac{1}{2}$ . Rec. rm., 2nd floor.

## 5. APPLICATIONS OF PATIENTS TO BE ADMITTED TO IRENE BYRON TUBERCULOSIS HOSPITAL, 1921--. 1 file box.

Applications for admittance to Irene Byron Hospital, showing date of application; name, residence, and financial statement of applicant; and amount to be paid to county treasurer for treatment of each patient. Arr. chron. 5 x 11 x 14. Aud. off.

## 6. REPORTS OF SUPERINTENDENT OF COUNTY INFIRMARY, 1927--. 1 file box.

Monthly reports of bills payable, showing date, name of vendor, quantity, itemized cost, and total. Arr. chron. 5 x 11 x 14. Aud. off.

## 7. REPORT OF ELECTION OF ROAD SUPERVISORS, 1909-16. 1 file box.

Report of county commissioners' election of road supervisors, showing date of election, names of supervisor, township, and district; and term of office. Arr. chron. 5 x 11 x 14. Rec. rm., 2nd floor.





## 8. APPLICATIONS FOR LIQUOR LICENSES AND BONDS, 1912-18.

1 file box.

Original applications and bonds of liquor dealers, showing dates of application, bond and license; names and addresses of applicant and sureties; location and description of business room and property; and proof of publication. Arr. chron. 5 x 11 x 14.

Rec. rm., 2nd floor.

## 9. RETAILERS' BOND RECORD, (Liquor), 1870-1915. 4 vols.

Retail liquor dealers' bonds, showing dates of application, bond, and license; names of applicant and sureties; description of business room and property; terms and amount of bond; and auditor's signature. Indexed alph. by names of retailers. Hdw. 400 pp.

16 x 12 x 2. Rec. rm., 2nd floor.

## 10. RECORD OF RETAILERS' LIQUOR LICENSE, 1883-1911. 3 vols.

Record of liquor licenses issued, showing date of license; name and residence of applicant; description and location of sales room and property; and auditor's signature. Indexed alph. by names of licenses. Hdw. 430 pp. 16 x 12 x 2. Rec. rm., 2nd floor.

## 11. REGISTER OF LICENSES ISSUED, 1848-55. 1 vol.

Record of all licenses issued, showing dates of grant and expiration of license; name and address of licensee; nature of business; and fees attached. Arr. chron. Hdw. 100 pp. 12 x 8 x  $\frac{1}{2}$ .

Rec. rm., 2nd floor.



## Board of Commissioners--Bond Issues

(12-15)

## 12. RECORD OF PETITIONS, BONDS, AND PERMITS, (Liquor),

1873-83. 1 vol.

Record of petitions, bonds, and permits for sale of intoxicating liquors, showing date, names of petitioners and sureties, tenure of permit, location and description of salesroom, amount of bond, and approval of the board of commissioners. Arr. chron. Hdw. 400 pp. 16 x 11 x 2. Rec. rm., 2nd floor.

## 13. INVENTORY OF GOODS AT COUNTY POOR FARM, 1873-82. 1 vol.

Abstract of inventories of materials, supplies, furnishings, stocks, and crops at poor farm, showing date, names and appraised and total value of items, and signatures of appraisers. Arr. chron. Hdw. 100 pp. 12 x 8 x  $\frac{1}{2}$ . Rec. rm., 2nd floor.

## Bond Issues

## 14. BOND REGISTER, 1914--. 1 vol.

Record of bonds issued to pay the costs of building county unit roads, showing names of road and purchaser, date, number, value, interest rate, due date of bond and coupon, and total receipts. Indexed alph. by names of roads. Hdw. 290 pp. 15 x 15 x  $1\frac{1}{2}$ . Aud. off.

## 15. COURTHOUSE BONDS AND COUPONS, 1910-14. 1 file box.

Original bonds issued to defray cost of constructing and equipping courthouse at Auburn, Ind., showing dates of issue and redemption, name of purchaser, value and interest rate of bond, due date, number of coupon, and total receipts. Arr. chron. 5 x 11 x 4. Rec. rm., 2nd floor.



## 16. JAIL BONDS AND COUPONS, 1921-24. 1 file box.

Original bonds issued to defray cost of construction and equipping county jail, showing date, name of purchaser, value and interest rate of bond, due date, number of coupon, total payments made, and date of redemption. Arr. chron. 5 x 11 x 14. Rec. rm., 2nd floor.

## 17. RECORD OF ROAD BONDS AND INTEREST PAID, 1929--. 1 vol.

Record of road construction bonds issued, showing names of contractor, sureties, and road; date of award; list of items; payments on contract, premiums, and interest; and total amount of bond issue. Arr. by twp., and thereunder alph. by names of roads. Hdw. 400 pp. 14 x 19 x 2. Aud. off.

## 18. DRAIN BOND REDEMPTION RECORD, 1916--. 1 vol.

Record of redemption of bonds issued to defray cost of construction of drain ditches, showing date; name of ditch, purchaser, and payee; amount of bond; amounts of receipts and disbursements; total; balances; and numbers of warrant and receipt. Indexed alph. by names of ditches. Hdw. 600 pp. 16 x 13 x 3. Aud. off.

## 19. DITCH BONDS AND COUPONS, 1924--. 13 file boxes.

Redeemed drainage bonds and interest coupons, showing dates of bond issue and redemption, interest and redemption payments, number and value of bond, and names of ditch and purchaser. Arr. ~~chron.~~ by dates of redemption. 5 x 11 x 14. Aud. pvt. off.



## Petitions

## 20. DRAINAGE PETITIONS, 1891--. 34 file boxes.

Petitions of land owners for construction or cleaning of drainage ditches, showing date, names of petitions, location of ditch, and signatures of petitioners. Arr. chron. 5 x 11 x 15. Aud. vt.

## 21. DITCH PETITION RECORD, 1883-1910. 3 vols.

Record of petitions for drain ditches, showing filing date, description and location of proposed ditch, reason for petition, amount of bond to cover cost of survey, and signatures of petitioners. Arr. chron. Hdw. 290 pp. 18 x 13 x 2 $\frac{1}{2}$ . 1 vol. 1890-1901, Aud. off; 2 vols., 1902-10, rec. rm., 2 nd. floor.

For subsequent records, see entry 20.

## 22. ROAD AND HIGHWAY PETITIONS, 1907--. 45 file boxes.

Original petitions for construction and repair of county roads, showing date of petition; names of petitioners, remonstrators, and viewers; location by township, range, and section; and description of road. Arr. chron. 4 x 10 x 15. Aud. vt.

## Requisitions, Bids, and Contracts

## 23. REQUISITIONS AND ESTIMATES OF SUPPLIES FOR COUNTY FARM, 1901--. 3 file boxes.

Files of requisitions for county farm supplies, showing date; detailed list, amounts, and estimated cost of supplies; and signature of superintendent. Arr. chron. 5 x 11 x 14. 1 file box, 1901-19, rec. rm.; 1 file box, 1919-29, Aud. pvt. off; 1 file box, 1929--, Aud. off.





## Board of Commissioners---Requisitions, Bids, and Contracts (24-27)

## 24. BIDDERS' RECORD, 1935---. 1 vol.

Record of vendors' bids on county supplies, showing dates of advertising, opening of bid, and purchase; kind, quality, quantity, and price of supplies offered; number of requisition; and signature of vendor. Arr. chron. Hdw. 325 pp. 14 x 14 x 2. Aud. off.

## 25. BIDS AND CONTRACTS FOR SUPPLIES, 1913---. 19 file boxes.

Files of contractor's bids on materials and supplies, showing date, name and price of article, total amount, contractual agreement, delivery date of bid, and signatures of vendor and auditor. Arr. chron. 5 x 11 x 14. 10 file boxes, 1913-27, rec. rm.; 9 file boxes, Aud. pvt. off.

## 26. BIDS ON HIGHWAY CONSTRUCTION AND REPAIR, 1907---.

46 file boxes.

Original bids submitted for construction or repair of roads and highways, showing dates of starting and completion of work, terms and amounts of contract and bond, and signatures and addresses of contractor and sureties. Arr. chron. 5 x 11 x 15. Rec. rm.

27. BIDS AND BONDS OF CONTRACTORS FOR CONSTRUCTION AND  
EQUIPMENT OF THE NEW COURTHOUSE IN DEKALB COUNTY,  
1910-14. 1 file box.

Bids and bonds filed by contractors bidding on construction work or furnishings on courthouse, showing names of contractor, vendor, and sureties; itemized list of materials and supplies; <sup>total</sup> amount and terms of bid. Arr. chron. 5 x 11 x 14. Rec. rm.



## Board of Commissioners--Claims and Allowances

(28-32)

## 28. NOTICES TO CONTRACTORS, 1928--. 1 file box.

Files of notices to vendors for proposals and bids on materials and supplies, showing date of opening of bid, and list and description of material and supplies needed. Arr. chron. 5 x 11 x 14. Aud. pvt. off.

## 29. CONTRACTS, 1907--. 21 file boxes.

Original contracts for county work, showing date, specifications, and terms of contract; amount and terms of bond; and names of contractor and sureties. Arr. chron. 5 x 11 x 14. Aud. off.

## 30. INSURANCE POLICIES, 1911--. 1 file box.

Files of policies, insuring county property, showing name and address of insurance company; date, kind, terms, and amount of policy; description and location of insured property; date of expiration; and signature of president of company. Arr. chron. 5 x 11 x 14. Aud. pvt. off.

## Claims and Allowances

## 31. CLAIM AND ALLOWANCE RECORD, 1911--. 6 vols. (1-6).

Record of claims allowed by commissioners, showing date, nature, and amount of claim; names of claimant and appropriation; and number of warrant. Arr. chron. Hdw. 500 pp. 15 x 12 x 2 $\frac{1}{2}$ . Aud. off.

## 32. CLAIMS, 1911--. 101 file boxes.

Original claims for payments filed before commissioners and allowed, showing date; names of payer and fund; number, nature, and amount of claim; and amount allowed. Arr. chron. 11 x 4 x 15.

95 file boxes, 1911-35, Aud. vt.; 6 file boxes, 1936--., Aud. off.



## 33. CLAIMS OF STATE INSTITUTIONS, 1913--. 2 file boxes.

Files of claims submitted by state institutions for services rendered, showing name of institution, date, itemized account, amount, and total of claim. Arr. chron. 5 x 11 x 14. Aud. off.

## 34. CLAIMS FOR REPAIRS OF FREE GRAVEL ROADS, 1928--.

5 file boxes.

Files of claims submitted by highway superintendent, showing date of claim; names of superintendent, vendors, and laborers; nature and amount of claim; number of district; and itemized account of labor, materials, and supplies used. Arr. chron. 5 x 11 x 14. 4 file boxes, 1928-36, Aud. pvt. off.; 1 file box, 1937--. Aud. off.

## 35. COUNTY AGRICULTURAL AGENT'S BILLS, 1919--. 1 file box.

File of claims submitted by agricultural agent, showing date, nature, detailed account, and amount of claim; and names of agent, vendors, payee, fund, and account. Arr. chron. 5 x 11 x 14. Aud. off.

## 36. OLD AGE PENSIONS, 1933-36. 1 vol.

Record of old age pension payments, showing date paid; name, residence, age, and affidavit of applicant; amount of grant; and proceedings of commissioners' meeting. Arr. alph. by names of applicants. Hdw. 500 pp. 20 x 14 x  $3\frac{1}{2}$ . Aud. off.

## 37. COUNTY WELFARE CLAIMS, 1935--. 1 file box.

Poor relief claims, showing date; names of recipient, vendor, and welfare director; kind, amount, and cost of goods furnished; and total amount of claim. Arr. chron. 5 x 11 x 14. Aud. off.



## Board of Commissioners--Roads, Bridges, and Ditches (38-41)

## 38. REGISTER OF ALLOWANCES, 1873-75. 1 vol.

Record of allowed claims, showing date; number, nature, and amount of claim; name and address of claimant; and volume and page of record. Arr. chron. Hdw. 300 pp. 18 x 13 x 2. Rec. rm.

For subsequent records, see entry 31.

## Roads, Bridges, and Ditches

## 39. COMMISSIONERS' ROAD AND DITCH RECORD, 1877--. 9 vols. (1-9).

Minutes of the meetings of the board in reference to proceedings in matters concerned with construction and repairs of roads and drains, showing date of meeting, names of members present, transactions, considerations, decisions, and final disposal. Indexed alph. by names of roads and ditches. 1877-1922 hdw.; 1922--typed. 440 pp. 18 x 13 x 3. Aud. off.

## 40. INDEX OF ROADS, 1837-62. 1 vol.

Register of county roads as established by commissioners, showing date established; start, description, length, and terminus of road; course by township, section, and range; names of viewers; and volume and page of road record. Arr. by twp., and thereunder chron. as established. Hdw. 300 pp. 18 x 12 x 2. Rec. rm.

## 41. REPORTS OF ROAD VIEWERS AND ENGINEERS, 1907--. 45 file boxes.

Reports of engineers and viewers on proposed road construction, showing names of viewers, engineers, and roads; dates of service and acceptance; location and description of road; and estimated cost of labor, materials and supplies required. Grouped in files by names of roads. 5 x 11 x 15. Rec. rm.





## 42. BRIDGE RECORD, 1886-98. 1 vol.

Record of construction and repair costs of bridges, showing date of construction, number and name of bridge, specifications and cost of construction or repair work, and name of contractor. Arr. by names of twps., and thereunder chron. by construction dates.

Hdw. 200 pp. 16 x 11 x 1 $\frac{1}{2}$ . Rec. rm.

## 43. RECORD OF DITCH REPORTS, 1883-1910. 13 vols. (A-M).

Record of surveyor's reports and estimates on cost of ditch construction and repair, showing length, width, depth, description, name, and location of ditch; description, location, and amount of assessment and name of owner of land benefited; detailed cost accounts; and total cost. Indexed alph. by names of ditches. Hdw. 600 pp. 18 x 14 x 3. Rec. rm.

For prior and subsequent records, see entry 39.

## 44. DITCH SALE RECORD, ( Bond Issue), 1883-92. 2 vols.

(2, and 1 vol. not numbered).

Record of the estimated cost of ditch construction relative to estimate of bond sale, showing name, location, description, and estimated cost of ditch; dates of starting, completion, and acceptance of ditch; description, location, and acreage of land benefited; number and amount of bonds sold; and name of purchaser. Arr. by names of twps., and thereunder by names of ditches.

Hdw. 420 pp. 18 x 12 x 2. Rec. rm.



(Next entry 45, page 60)

## II. COUNTY COUNCIL

In 1899 the legislature created "The Dekalb County Council", 1/ This council consists of seven members who are elected for terms of four years and must be qualified voters and resident freeholders of the county. One member is elected from each of four councilmanic districts by the voters of the district, and three members are elected by the voters of the county at large. 2/ The council elects its president from its membership, and the auditor serves as clerk. 3/ The sheriff is required to execute the orders of the council. 4/

The regular annual meeting of the council is held on the first Tuesday after the first Monday of September for the purposes of fixing the tax rate, imposing the tax levy, and making appropriations, and continues from day to day until its business is completed. Special meetings may be called by the auditor or a majority of the members. 5/ All sessions must be public. 6/ Although a majority of the council constitutes a quorum, the passage of ordinances requires a majority of all members, 7/ and extraordinary majorities are required by law in certain instances: A three-fourths vote to increase or insert an item in the budget estimates submitted by the county agencies through the auditor; 8/ a two-thirds vote of all members to make additional appropriations at special meetings. 9/

The power of fixing the tax rate for county purposes and for all purposes where it is not fixed by law and is required to be uniform throughout the county, is vested exclusively in the council,



County Council

(Next entry 45, page 60)

likewise the power of making appropriation of money to be paid out of the county treasury. 10/ The council passes on all budget estimates submitted by county officials 11/ and makes emergency appropriations. 12/

The council has exclusive power to authorize the borrowing of money for the county and the issuing of bonds. 13/ No sale or purchase by the county of real estate of the value of \$1,000 or more can be made without authorization by the council. 14/

The auditor, as clerk of the council, keeps a journal of its proceedings, and also keeps and preserves in his office its files and papers. 15/

All the records are located in the courthouse.

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- 1/ Acts 1899; Burns 26-501; Baldwin 5365.
  - 2/ Acts 1899; Burns 26-502; 26-504; Baldwin 5366, 5368.
  - Acts 1907; Burns 26-505; Baldwin 5369.
  - 3/ Acts 1899; 1931; Burns 26-507; Baldwin 5371. .Acts 1899; Burns 26-509; Baldwin 5373.
  - 4/ Acts 1899; Burns 26-510; Baldwin 5374.
  - 5/ Acts 1899; 1931; Burns 26-507; Baldwin 5371
  - 6/ Acts 1899; Burns 26-508; Baldwin 5372.
  - 7/ Acts 1899; Burns 26-511; Baldwin 5375.
  - 8/ Acts 1899; Burns 26-520; Baldwin 5384.
  - 9/ Acts 1899, 1907, 1913, 1937; Burns, 1937 suppl., 26-521; Baldwin, 1937 suppl., 5385.
  - 10/ Acts 1899; Burns 26-515, 26-520; Baldwin 5379, 5384.
  - 11/ Acts 1899; Burns 26-520; Baldwin 5384.
  - 12/ Acts 1899, 1907, 1913, 1937; Burns, 1937 suppl., 26-521; Baldwin, 1937 suppl., 5385.
  - 13/ Acts 1899, 1921, 1929; Burns 26-532; Baldwin 5396.
  - 14/ Acts 1899; Burns 26-534; Baldwin 5399.
  - 15/ Acts 1899; Burns 26-509; Baldwin 5373.



County Council--Proceedings and Reports

(45)

## Proceedings and Reports

45. COUNTY COUNCIL PROCEEDINGS, 1899--. 2 vols. (1-2).

Minutes of proceedings of council, showing date of meeting;  
 names of members present, petitioners, and claimants;  
 transaction of business before board; proceedings; appropriations  
 made; tax levies ordered; contracts entered; and budget  
 recommendations. Arr. chron. 1899-May 16, 1922, hdw.; May 17,  
 1922--, typed. 600 pp. 13 x 13 x 3. Aud. off.





## III. CLERK OF THE CIRCUIT COURT

The clerk of the circuit court, commonly referred to as "county clerk", is a constitutional officer, elected for a four-year term. No person is eligible to the office of clerk of the circuit court for more than eight years in any twelve-year period.

1/ The clerk is required to give bond in the amount fixed by the board of commissioners. 2/

Prior to the Constitution of 1851, the office of clerk of the circuit court was established under the authority of the Constitution of 1816. 3/

The clerk of the circuit court is required to draw up a record of the proceedings of the court daily, 4/ to administer all oaths, 5/ and to receive payments for all judgments on record in his office. 6/

In addition to his court duties, numerous other duties are imposed upon the clerk by statute. He serves ex officio as registration officer for the county 7/ and as a member and clerk of the county election boards. 8/

Other important duties of the clerk are the issuance of marriage licenses; 9/ professional licenses, such as physicians', 10/ dentists', 11/ and optometrists'; 12/ hunting, trapping, and fishing licenses; 13/ and business licenses, such as poultry dealers' 14/ and junk dealers'. 15/ He approves, files, and keeps a record of the bonds of county and township officers, unless other provision is made by law, 16/ and of notaries; 17/ and registers the certificates of trained nurses. 18/



Clerk of the Circuit Court

(Next entry 46, page 63)

The clerk is required to preserve in his office all records and writings appertaining to his official duties, to indorse the time of filing of all papers, and in addition to these records, to keep all necessary judges', appearance, bar, judgment, and execution dockets; order and final record books; a complete record of all causes involving title to land including a lis pendens record, of all criminal causes for felony, and of all other cases upon request; 19/ a cash book; 20/ and a fee register. 21/ He records certificates of firms and partnerships doing business under any name, designation, or title other than the real names of their members. 22/

All the records are located in the courthouse.

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1/ Const., art. 6, sec. 2. 2 Rev. Stat. 1852; Burns 49-2701; Baldwin 1427.

2/ Acts 1875; Burns 49-2704; Baldwin 1430, 1431.

3/ Const. 1816, art. 5, sec. 8.

4/ 2 Rev. Stat. 1852, Acts 1885, 1933; Burns 4-324; Baldwin 1413.

5/ 2 Rev. Stat. 1852; Burns 49-2708; Baldwin 1435.

6/ Acts 1875; Burns 49-2719; Baldwin 1438.

7/ Acts 1933, 1935; Burns, 1937 suppl., 29-306; Baldwin 1935 suppl., 7304.

8/ Acts 1905, 1927; Burns 29-1401; Baldwin 7377. Acts 1915, 1917; Burns 29-504; Baldwin 7190. Acts 1899; Burns 29-1002; Baldwin 7109.

9/ Acts 1852; Burns 44-201; Baldwin 5622.

10/ Acts 1897; Burns 63-1303; Baldwin 10705.

11/ Acts 1915, 1931, 1935; Burns, 1937 suppl., 63-504; Baldwin, 1935 suppl., 5589.

12/ Acts 1907, 1935; Burns, 1937 suppl., 63-1011; Baldwin, 1935 suppl., 13182.

13/ Acts 1937; Burns, 1937 suppl., 11-1403; Baldwin, 1937 suppl., 8229-3.

14/ Acts 1917, 1929, 1932 (Spec. Sess.); Burns 42-802; Baldwin 10486.

15/ Acts 1905; Burns 42-703; Baldwin 10462.

16/ 1 Rev. Stat. 1852; Burns 49-105; Baldwin 13063. Acts 1857; Burns 49-124; Baldwin 13077. 2 Rev. Stat. 1852; Burns 49-2706; Baldwin 1433.



Clerk of the Circuit Court--Official Bonds

(43-45)

17/ 1 Nov. Stat. 1881, Acts 1881; Burns 4-3843; Baldwin 13016.

18/ Acts 1895, 1913, 1931; Burns 33-403; Baldwin 13036.

19/ 2 Nov. Stat. 1882; Burns 41-2706; Baldwin 1433. Acts 1881 (Spec. Sess.); Burns 2-313, 2-5314; Baldwin 94, 524.

20/ Acts 1879 (Spec. Sess.); Burns 43-2722; Baldwin 1442. Acts 1887; Burns, 1887 suppl., 61-633; Baldwin, 1887 suppl., 13244-44.

21/ Acts 1879 (Spec. Sess.); Burns 43-2723; Baldwin 1443.

22/ Acts 1909; Burns 50-201, 50-202; Baldwin 13210, 13211.

### Official Bonds

#### County

46. RECORD OF OFFICIAL BONDS, 1869--. 5 vols. 1912, missing. ✓

Record of bonds posted by official and deputies, showing date, amount, period, and obligation of bond; and names of official, office, and sureties. Indexed alph. by names of officers or deputies. Hdw. 588 pp. 12 x 13 x 3. Clk. off.

47. OFFICIAL BOND INDEX RECORD, 1913--. 1 vol. (3).

Reference index to bonds posted by public officials, wardens, administrators and executors, showing date, kind, and amount of bond; names of officers and sureties; and volume and page of bond record. Indexed alph. by names of sureties. Hdw. 600 pp. 12 x 13 x 3. Clk. off.

48. [OFFICERS BONDS], 1913--. 15 file boxes (A-B-HZ).

Original indemnity bonds, showing date of issue; names of officers, office, and surety; amount and obligations of bond; and tenure of office. Arr. alph. by titles of officers. 10<sup>1</sup>/<sub>2</sub> x 4<sup>1</sup>/<sub>2</sub> x 15. Clk. off. ✓



Township

## 49. RECORD OF JUSTICE OF PEACE BONDS, 1877--. 2 vols.

(2-3). Vol. 1, missing.

Bonds posted by justices of the peace, showing date, amount, tenure, and terms of bond; names of justice, sureties, and township; and oath of office. Indexed alph. by names of justices. Hdw. 538 pp. 18 x 13 x 3. 1 vol., 1877-1907, Clk. vt.; 1 vol. 1907--, Clk. off.

## 50. RECORD OF CONSTABLES' BONDS, 1906--. 1 vol. (2). Vol. 1, missing.

Record of bonds posted by constables, showing date, amount, tenure, and terms of bond; names of constable and sureties; and oath of entry. Indexed alph. by names of constables. Hdw. 538 pp. 18 x 13 x 3. Clk. off.

Miscellaneous

## 51. NOTARY BOND RECORD, 1900--. 4 vols. (2-5). Vol. 1, missing.

Record of bonds posted by notaries public, showing date, amount, tenure, and terms of bond; names of notary and sureties, and oath of office. Indexed alph. by names of constables. Hdw. 200 pp. 14 x 10 x 1½. 3 vols., 1900-1936, Clk. vt.; 1 vol., June 1936--., Clk. off.

## Licenses

Marriage

## 52. MARRIAGE RECORD, 1837-1933. 17 vols. (1-12-13, 14-18).





Prior to 1837, destroyed by fire.

Record of marriages, showing names of groom, bride, and person performing ceremony; and dates of license and marriage.

Indexed alph. by names of grooms and brides. Hdw. 575 pp.

18 x 13 x 3. Clk. vt.

For subsequent records, see entry 53.

53. APPLICATION FOR MARRIAGE LICENSE, 1910--. 24 vols.

(5-28). Vols. 1-4, destroyed by fire.

Record of marriage license applications, showing date license was issued; names of bride, groom, parents, and witnesses; age, addresses, places of birth, and occupations of couple; prior marriage record; and occupation of parentage. Indexed alph. by names of grooms and brides. Hdw. 550 pp. 18 x 13 x 3. 23 vols., 1910-36, clk. vt.; 1 vol., 1936--, clk. off.

### Professional

54. RECORD PHYSICIANS' LICENSE, 1897--. 1 vol.

Record of physicians' licenses issued, showing dates of application and license, names of applicant and school attended, residence and qualifications of applicant, certification of State Board of Medical Registration and Examination, and branch of medicine to be practiced. Indexed alph. by names of physicians. Hdw. 300 pp. 18 x 12 x 2 $\frac{1}{2}$ . Clk. off.

55. OPTOMETRY LICENSE RECORD, 1907--. 1 vol.

Record of licenses granted to practice optometry, showing date of application; name, business location, and qualifications of applicant; certification of State Board of Registration and Examination in



Clerk of the Circuit Court--Licenses

(56-59)

Optometry, and copy of optometry license granted. Indexed alph. by names of applicants. Hdw. 132 pp. 114 x 10 x  $\frac{1}{2}$ . Clk. off.

56. RECORD OF DENTISTS' CERTIFICATE AND LICENSE, 1902--.

1 vol.

Record of licenses granted to dentists, showing name, age, and business address of applicant; and certification of State Board of Dental Examiners. Indexed alph. by names of licenses. Hdw. 118 pp. 17 x 12 x  $\frac{1}{2}$ . Clk. off.

57. DRUGLESS PHYSICIANS' LICENSE RECORD, 1928--. 1 vol.

Record of licenses granted to chiropractors, and Physio-Therapy practitioners, showing dates of application and license; and name, age, birthplace, address, and qualifications of applicant. Arr. alph. by names of licensees. Hdw. 100 pp. 113 x 10 x  $\frac{5}{8}$ . Clk. off.

Business

58. JUNK DEALERS' LICENSE RECORD, 1905--. 3 vols.

Record of licenses granted to junk dealers, showing date; and name, business location, and signature of clerk. Indexed alph. by names of licensees. Hdw. 172 pp. 15 x 10 x  $\frac{3}{4}$ . 2 vols., 1905-Oct. 10, 1919, clk. vt.; 1 vol., Oct. 18, 1919--., clk. off.

59. RECORD OF POULTRY DEALERS LICENSES, 1917--. 1 vol.

Record of licenses issued to poultry dealers, showing date, name of applicant, and business location. Indexed alph. by names of licensees. Hdw. 212 pp. 12 x 9 x 1. Clk. off.



## 60. PETTY MONEY LENDERS' LICENSE, 1913--. 1 vol.

Record of licenses issued to petty money lenders, showing date; and name, and business location of applicant. Indexed alph. by names of applicants. Hdw. 132 pp. 15 x 11 x  $\frac{1}{2}$ . Clk. off.

## Certificates

Business

## 61. PARTNERSHIP RECORD, 1909--. 1 vol.

Record of partnership certificates, showing date; names and addresses of partners and firm, and nature of business. Indexed alph. by names of partners and firms. Hdw. 320 pp. 16 x 12 x 3. Clk. off.

## Registers

## 62. REGISTER OF TRAINED NURSES, 1913--. 1 vol.

Register of trained nurses, showing date of certificate, name, and address of nurse; and certification of State Board of Examination and Registration of Nurses. Arr. chron. Hdw. 120 pp. 10 x 9 x  $\frac{3}{4}$ . Clk. off.

## 63. POLICE RECORD, 1925--. 1 vol.

Record of railroad police appointed by Governor of the State, showing date of appointment, name of applicant, and railroad address, and signature of appointee. Indexed alph. by names of appointees. Hdw. 300 pp. 18 x 12 x 2. Clk. off.



Clerk of the Circuit Court--Military Records (64-67)

64. PHARMACIST APPLICATION RECORD, ALCOHOL, 1918-20.

1 vol.

Pharmacists applications for permits to sell alcohol and liquors, showing name and business location of applicant, and date of grant of permit. Arr. chron. Hdw. 100 pp. 9 x 12 x  $\frac{1}{2}$ . Clk. off.

65. REGISTER OF COUNTY OFFICERS, 1850-76. 1 vol.

Register of county officials, showing dates elected, commissioned, and qualified; date, life, and amount of bond; and names of official, office, and sureties. Arr. chron. Hdw. 200 pp. 18 x 12 x  $1\frac{1}{2}$ . Rec. rm. 2nd floor.

Military records

66. ENLISTMENTS OF SOLDIERS AND SAILORS, 1915--. 1 file box.

Service record of soldiers and sailors, showing name, age, address, and service record of veteran. Arr. by twp., and thereunder alph. by names of veterans. 10 x 5 x 15. Clk. vt.

Receipts and Disbursements

67. CLERK'S DAILY BALANCE AND CASH BOOK, 1913--. 21 vols. (1-21).

Daily record of cash transactions, showing balance at start, receipts and disbursements, amounts deposited and withdrawn from depositories, cash on hand, and balance in depositories at close of day. Arr. chron. Hdw. 200 pp. 12 x 10 x  $1\frac{1}{2}$ . 18 vols., 1913-March 34, Clk. vt.; 3 vols., Mar. 1934--, Clk. off.





## 68. CASH BOOK OF RECEIPTS AND DISBURSEMENTS, 1912--.

8 vols.(1-8). Title varies; Cash Book of Receipts.

Record of county and trust fund receipts and disbursements, showing date, amount, fund, costs, and fees. received and disbursed. Arr. chron. Hdw. 500 pp. 16 x 20 x 2 $\frac{1}{2}$ . Clk. off.

For subsequent disbursement entries, see entry 69.

## 69. RECORD OF DISBURSEMENTS, 1912-28. 2 vols. (1-2).

Record of disbursements, showing date, number, and amount of check; and names of payer, account, and fund. Arr. chron. Hdw. 300 pp. 14 x 12 x 3. Clk. vt.

For subsequent records, see entry



(Next entry 70, page 72)

#### IV. RECORDER

The recorder is a constitutional officer elected for a four-year term. No person is eligible to hold the office of recorder for more than eight years in any twelve-year period. The recorder is required to post bond in the amount of four thousand dollars. 1/

Prior to the Constitution of 1851, the office of recorder was established at the organization of Dekalb County in 1837, under the authority of the Constitution of 1816 and an act of 1818 which provided for the election of a recorder in any new county formed. 2/

The title of this officer describes his functions--to make and preserve a public record of legal documents which by law he is bound to record, for both county officials and private persons. 3/ Of the many kinds of instruments recorded the more important are: Deeds and mortgages; 4/ chattel mortgages; 5/ satisfactions, cancellations, and assignments of any kind; 6/ releases; 7/ mechanic's liens; 8/ leases; 9/ articles of incorporation; 10/ certificates of admission for foreign corporations to do business in Indiana; 11/ cemetery deeds; 12/ and articles of cemetery associations. 13/ He also registers farm names. 14/

The forms and methods to be used by the recorder are described in detail in the statutes. He keeps an entry book in which he enters, as filed, all instruments delivered to him for recording, noting day and hour received, which time is the legal date of recording. 15/ In addition to the records enumerated above, he keeps a fee book and a cashbook, and enters therein, as received, all



Recorder

(Next entry 70, page 2)

money received in his office. 16/ He is required to index his records, both in each volume and in complete or general indexes. 17/

All the records are located in the courthouse.

1/ Const., art. 6, sec. 2. 1 Rev. Stat. 1852, Acts 1901; Burns 49-3201; Baldwin 5469.

2/ Const. 1816, art. 11, sec. 10. Acts 1816-17, ch. 2, sec. 2.

3/ 1 Rev. Stat. 1852, Acts 1925; Burns 49-3205; Baldwin 5470.

4/ 1 Rev. Stat. 1852; Burns 49-3210; Baldwin 5475.

5/ Acts 1935; Burns, 1937 suppl., 51-510; Baldwin, 1935 suppl., 13227-10. Acts 1935, 1937; Burns, 1937 suppl., 51-515; Baldwin, 1937 suppl., 13227-15.

6/ Acts 1905; Burns 49-3203; Baldwin 5472. Acts 1935; Burns, 1937 suppl., 51-511; Baldwin, 1935 suppl., 13227-11.

7/ 2 Rev. Stat. 1852; Burns 56-708; Baldwin 992. Acts 1935; Burns, 1937 suppl., 51-511; Baldwin, 1935 suppl., 13227-11.

8/ Acts 1909; Burns 43-704; Baldwin 10508.

9/ 1 Rev. Stat. 1852, Acts 1875, 1913, 1921, 1923; Burns 56-119; Baldwin 14671.

10/ Acts 1929; Burns 25-219; Baldwin 4919. Acts 1935; Burns, 1937 suppl., 25-527; Baldwin, 1935 suppl., 4989-21.

11/ Acts 1929; Burns 25-305; Baldwin 4963. Acts 1935; Burns, 1937 suppl., 25-527; Baldwin 1935 suppl., 4989-21.

12/ Acts 1925; Burns 21-223; Baldwin 4648.

13/ 1 Rev. Stat. 1852; Burns 25-1520; Baldwin 10599.

14/ Acts 1913; Burns 49-3226; Baldwin 5488.

15/ 1 Rev. Stat. 1852; Burns 49-3211; Baldwin 14665. 1 Rev. Stat. 1852, Acts 1925; Burns 49-3205; Baldwin 5470.

16/ Acts 1895; Burns 49-1401; Baldwin 7576.

17/ 1 Rev. Stat. 1852; Burns 49-3209, 49-3217, 49-3218; Baldwin 5471, 5481, 5482. 1 Rev. Stat. 1852. Acts 1855; Burns 49-3216; Baldwin 5480.



## Recorder--Deeds, Titles, and Grants

(70-73)

## Deeds, Titles, and Grants

70. DEED RECORD, 1839--. 108 vols. (B-2, AA-ZZ, 52-109).

1 vol. prior to 1839, destroyed by fire.

Record of deeds, showing dated recorded; location, valuation, and description of property; names of grantee and grantor; consideration; kind of conveyance; and terms and covenants recited. Indexed alph. by names of grantors and grantees. 1839-1913, hdw.; 1914--, typed. 668 pp. 18 x 13 x 3. 107 vols., 1839-1935, Recr. vt.; 1 vol., Recr. front off.

71. GENERAL INDEX TO DEEDS, Grantor, 1837--. 13 vols. (1-13).

Index to deed records, showing names of grantor and grantee, location and description of property, date recorded, and volume and page numbers of Deed Record. Arr. alph. by names of grantors. Hdw. 600 pp. 18 x 13 x 3. 12 vols., 1837-June 1932, Clk. off.; 1 vol., July 1932--, Recr. front. off.

72. GENERAL INDEX TO DEEDS, Grantee, 1837--. 13 vols.

(1-13).

Index to deed records, showing names of grantor and grantee, location and description of property, date recorded, and volume and page numbers of Deed Record. Arr. alph. by names of grantees. Hdw. 600 pp. 18 x 13 x 3. 12 vols., 1837-June 1932, Recr. vt.; 1 vol., July 1932--, Recr. front off.

73. MISCELLANEOUS INSTRUMENTS, 1861--. 34 file boxes

(A-Z, A-Z).

Miscellaneous instruments recorded but uncalled for. Contains:





Recorder--Deeds, Titles, and Grants

(74-73D)

Deeds, entry 73A; Mortgages, entry 73B; Assignments, entry 73C;  
 Liens, entry 73D. Arr. alph. by names of principals. 4 x 10 x 15.  
 Recr. front off.

73A. DEEDS, 1861--. In Miscellaneous Instruments,  
 entry 73.

Original uncalled for deeds, showing date of recording, names of  
 grantor and grantee, description and location of property, and  
 amount involved.

73B. MORTGAGES, 1861--. In Miscellaneous Instruments,  
 entry 73.

Original mortgages uncalled for, showing date recorded, number of  
 mortgage, names of mortgagor and mortgagee, location and description  
 of property, and amount involved.

73C. ASSIGNMENTS, 1861--. In Miscellaneous Instruments,  
 entry 73.

Original papers in assignment, showing transfer of title or interest;  
 dates of transfer and recording; location, description and  
 valuation of transferred interests; purpose of transfer; and names  
 of assignors, and assignees, and trustees.

73D. LIENS, 1861--. In Miscellaneous Instruments,  
 entry 73.

Original papers in property liens, showing date recorded, nature of  
 lien, names of lienors and owners, kind of lien, amount involved,  
 and date recorded.



Recorder --Mortgages

-

74-76)

74. QUIET TITLE RECORD, 1916--. 1 vol., 1852-72,

In Miscellaneous Records, entry 93.

Record of titles to real estate as awarded by order of court, showing name of contestant, date of trial, description of property, and complete history of court proceedings, and orders. Indexed alph. by names of plaintiffs. Typed. 592 pp. 18 x 13 x 3.  
Recr. front off.

75. PLAT BOOK, 1855--. 4 vols. (1-4).

Record of lots and land added to various additions, divisions, and sub-divisions of towns and villages, showing drawing, name of addition, location and size of plat annexed, and date of recording. Indexed alph. by names of additions. Hdw. 216 pp. 16 x 12 x 2.  
Recr. vt.

### Mortgages

#### Real Estate

76. MORTGAGE RECORD, 1845--. 91 vols. (1-10, 12-14, 16-18, 20, 21, 23-26, 28-30, 32, 34-37, 39-41, 43, 45-47, 49-52, 54-58, 60-62, 64-65, 67-68, 70-72, 74-77, 79-82, 84-88, 90-91, 93-112)

Record of real estate mortgages, showing date recorded, names of mortgagor and mortgagee, location and description of property, and amount of mortgage. Indexed alph. by names of mortgagors and mortgagees. 1845-Mar. 1905, hdw.; Apr. 1905-- , typed. 600 pp. 18 x 13 x 3. 90 vols., 1845-1936, Recr. vt.; 1 vol., 1937-- , Recr. front off.



Recorder--Mortgages

(77-90)

77. GENERAL INDEX OF MORTGAGES, Mortgagor, 1845--. 14 vols. (1-14).

Index to recorded mortgages, showing date of recording, names of mortgagor and mortgagee, location and description of property, and volume and page numbers of Mortgage Record. Arr. alph. by names of mortgagors. Hdw. 600 pp. 18 x 13 x 3. 13 vols., 1845-1934, Recr. off.; 1 vol., 1935--, Recr. front off.

78. GENERAL INDEX OF MORTGAGES, Mortgagee, 1845--. 14 vols. (1-14).

Index to recorded mortgages, showing date recorded, names of mortgagor and mortgagee, location and description of property, and volume and page numbers of Mortgage Record. Arr. alph. by names of mortgagees. Hdw. 600 pp. 18 x 13 x 3. 13 vols., 1845-1934, Recr. wt.; 1 vol., 1935--. Recr. front off.

#### Chattels

79. CHATTEL MORTGAGE MINUTE BOOK, 1935--. 2 vols. (1-2).

Record of chattel mortgages filed by recorder to be kept in his custody until satisfied, showing dates of recording and satisfaction, names of mortgagor and mortgagee, and amount, location, and description of security. Indexed alph. by names of mortgagors. Hdw. 310 pp. 18 x 13 x 2. Recr. front off.

80. CHATTEL MORTGAGE RECORD, 1874-1935. 38 vols. (11,15,19, 22, 27,31,33,38,42,44,48,53,59,63,66,69,73,78,83,89,92, 99-115).

Transcripts of chattel mortgages, showing dates recorded and released, amount of mortgage, and description of chattel, and names of



## Recorder --Mortgages

(21-83)

mortgagor and mortgagee. Indexed alph. by names of mortgagees and mortgagors. 1974-Sept. 1909, hdw.; Aug. 1909-35, typed. 600 pp. 18 x 13 x 3. 30 vols., 1874-1930, Recr. vt.; 9 vols., 1931-35, Recr. front off.

For subsequent records, see entry 79.

81. CHATTEL MORTGAGES, 1935--. 24 file boxes (A-Z, XIX). Chattel mortgages filed with recorder to be released when paid, showing date recorded, names of mortgagor and mortgagee, amount of mortgage, and description of chattel. Arr. alph. by names of mortgagors. 4 x 10 x 15. Recr. front off.

82. CHATTEL MORTGAGE RECEIPTS, 1935--. 1 vol. Copies of receipts issued to parties filing chattel mortgages for recording, showing date of filing, serial number, names of principals, and amount of mortgage. No index. Hdw. 200 pp. 16 x 12 x 2. Recr. front off.

School Funds

83. SCHOOL FUND MORTGAGE RECORD, 1911--. 2 vols. (1-2). Record of mortgages given to secure school fund loans, showing name of borrower, description of property, date and amount of loan, and rate of interest. Indexed alph. by names of mortgagors. Hdw. 588 pp. 18 x 13 x 3. Recr. front off.





Recorder--Liens

(84-87)

## Liens

84. MECHANICS' LIENS, 1873-99. 1 vol. 1852-72, 1900--.

In Miscellaneous Records, entry 93.

Record of liens against real property to insure payment for service rendered, showing names of property owner and lienor, nature of work performed, amount and kind of material used, amounts of lien, and date recorded. Indexed alph. by names of mechanics. Hdw. 432 pp. 18 x 13 x 2 $\frac{1}{2}$ . Recr. vt.

85. STOCK LIEN RECORD, 1891-1923. 1 vol. Last entry, 1923.

Record of liens for service of sires, showing date of service, names of owners of sire and dam, description of animal, and amount of service fee. Indexed alph. by names of owners. Hdw. 592 pp. 18 x 13 x 3. Recr. vt.

## Register of Legal Instruments

86. ENTRY BOOK, 1837--. 17 vols. (A-Q).

Record of instruments filed for recording, showing dates of filing and recording, serial number, name of principal, amount of fee, and to whom delivered. Arr. chron. Hdw. 500 pp. 16 x 14 x 3. 9 vols., 1837-1912, Recr. vt.; 8 vols., 1912--., Recr. front off.

87. REVOCATION OF CERTIFICATES OF ADMISSION OF FOREIGN

CORPORATIONS, 1929--. 1 file box.

Notices of revocation of certificates of foreign corporations, showing names of corporation, and state in which incorporated, nature of business, reason for revocation, dates issued and revoked, and signature of secretary of state. Arr. chron. 4 x 10 x 15. Recr. off.



## Recorder--Fee and Cash Book

(82-92)

## 88. REGISTER OF FARM NAMES, 1913--. 1 vol.

Record of registered farm names, showing date recorded, names of farm and owner, description and location of farm, and record of transfer of farm or cancelation of name. Indexed alph. by names of owners. Hdw. 252 pp. 9 x 13 x 1 $\frac{1}{2}$ . Recr. front off.

## 89. ABSTRACT OF OLD AGE CERTIFICATE FILED, 1936--. 1 vol.

Abstracts of certificates filed for old age assistance, showing date of filing, application and certificate numbers, and name and address of recipient. Indexed alph. by names of recipients. Hdw. 561 pp. 13 x 13 x 3. Recr. off.

## 90. OLD AGE PENSION CERTIFICATES, 1936--. 1 file box.

Transcripts of old age certificates of assistance, showing name and address of recipient, dates and numbers of application and certificate, and amount of monthly award. Arr. by certificate nos. 4 x 10 x 14. Recr. off.

## 91. RECORD OF SOLDIERS' DISCHARGES, 1865-1907. 1 vol.

Record of discharges from service in U.S. Army, showing name and rank of soldier, date of enlistment, length of service, date of discharge, regiment and company, numbers, and name of captain. Indexed alph. by names of soldiers. Hdw. 200 pp. 16 x 12 x 2. Recr. rm.

## Fee and Cash Books

## 92. RECORDER'S FEE AND CASH BOOK, 1896--. 12 vols. 1-12.

Title varies: Register of Fees.

Recorder's record of cash received for recording instruments,



## Recorder--Miscellaneous Records

(93-)

showing date received, nature and serial number of instrument, amount of fee, total receipts, and date and amount paid by recorder to treasurer. Arr. chron. Hdw. 319 pp. 18 x 13 x 3. 5 vols., 1896-Aug. 1917, Recr. vt.; 7 vols., Sept. 1917-- , Recr. front off.

## Miscellaneous Records

93. MISCELLANEOUS RECORD, 1852-- . 15 vols. (A-O).

Transcripts of miscellaneous records, containing contracts, agreements, mechanic liens, (excepting 1873-99), powers of attorney, affidavits, assignments of leases, certificates of election, quiet titles (prior to 1872), and decrees, showing kind of instrument, date of issue and recording, and name of principal. Indexed alph. by names of principals. 1852-May 1912, hdw.; June 1912- -, typed. 590 pp. 18 x 13 x 3. 12 vols., 1852-June 17, 1929, Recr. off.; 3 vols., June 18, 1929-- , Recr. front off.



## V. CIRCUIT COURT

The circuit court, established by the Constitution of 1851, consists of one judge and is vested with such jurisdiction as is prescribed by law. The judge is elected by the voters of the circuit for a six-year term. 1/ The seventy-fifth circuit since 1927 has comprised Dekalb County, and the court is styled "DeKalb Circuit Court." 2/

When Dekalb County was organized in 1837, its various parts were, for judicial purposes, attached to the counties from which they had been taken. 3/ Under the authority of the Constitution of 1816 and an act of 1831, the court consisted of a president judge and two associate judges. 4/

From the organization of the county in 1837 to 1852, probate matters were under the original and exclusive jurisdiction of a probate court. 5/ From 1853 to 1873 probate matters and certain other criminal and civil cases were under the jurisdiction of the court of common pleas. 6/ When this court was abolished in 1873, all jurisdiction was transferred to the circuit court. 7/

The circuit court has original exclusive jurisdiction in all cases at law and equity whatsoever, criminal cases, actions for divorce, and settlement of decedents' estates and guardianships, except as exclusive or concurrent jurisdiction is conferred by law upon justices of the peace. 8/ It has exclusive jurisdiction in all matters relating to children. In hearing such cases, it sits as the juvenile court. 9/ It has such appellate jurisdiction as is





conferred by law. It also has jurisdiction of all other causes, matters, and proceedings, where exclusive jurisdiction thereof is not conferred upon some other court, board, or officer. 10/

The court has power to make all proper judgments, sentences, decrees, orders, and injunctions; to issue all process; 11/ and to adopt rules for conducting its business. 12/ The order of business is, in precedence, as follows: Probate cases, criminal cases, and civil cases. 13/

The chief officers of the court are the sheriff, the prosecuting attorney, and the clerk of the circuit court. The sheriff attends upon the court and serves all process directed to him therefrom. 14/ The prosecuting attorney prosecutes the pleas of the state in the court. 15/ The clerk of the circuit court draws up each day's proceedings at full length in the proper order book which is signed by the circuit judge. 16/ All causes are filed and entered in the office of the clerk of the circuit court, and numbered in consecutive order as filed. 17/ The clerk is also charged by statute with the duty of keeping and preserving the official records of the court. 18/

All the records are located in the courthouse.

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1/ Const., art. 7, secs. 1, 8-9. Acts 1881 (Spec. Sess.); Burns 4-301; Baldwin 1395.

2/ Acts 1913; Burns 4-332; Baldwin, 1935 suppl., 1415-1. Acts 1881 (Spec. Sess.); Burns 4-302; Baldwin 1396.

3/ Acts 1830, ch. 24, sec. 2.

4/ Const. 1816, art. 5, sec. 3. Acts 1831, ch. 22, secs. 1-2.

5/ Acts 1829, ch. 26, secs. 1-2.

6/ 2 Rev. Stat. 1852, pt. 1, ch. 8; secs. 4, 11, 14, 43.

7/ Acts 1873; Burns 4-328; Baldwin 1417.

8/ Const., art. 7, sec. 8. Acts 1881 (Spec. Sess.); Burns 4-303, 6-101; Baldwin 1397, 3011.



- 9/ Acts 1903, 1913, 1931, 1935, 1937; Burns, 1937 suppl., 9-2301; Baldwin, 1937 suppl., 1759.  
 10/ Acts 1881 (Spec. Sess.); Burns 4-303; Baldwin 1397.  
 11/ 2 Rev. Stat. 1852; Burns 4-307; Baldwin 1400.  
 12/ 2 Rev. Stat. 1852; Burns 4-313; Baldwin 1406.  
 13/ Acts 1881 (Spec. Sess.); Burns 2-1106; Baldwin 132.  
 14/ 2 Rev. Stat. 1852; Burns 49-2802; Baldwin 5494.  
 15/ 2 Rev. Stat. 1852; Burns 49-2501; Baldwin 5456.  
 16/ 2 Rev. Stat. 1852; Acts 1885, 1933; Burns 4-324; Baldwin 1413.  
 17/ Acts 1881 (Spec. Sess.); Burns 2-1053; Baldwin 158.  
 18/ 2 Rev. Stat. 1852; Burns 49-2706; Baldwin 1433.

## Civil Causes

94-95. CIVIL CASES, 1861--. 212 file boxes.

Papers of civil cases, showing in part complaints, summons, affidavits, motions, denials, orders to sheriff, and other legal papers pertaining to each case, filed in envelope, marked by cause number, names of principles, nature of case, and decision of court. Arr. by cause nos. 4 x 10 x 15. Clk. vt.

96. INDEX TO CASES Civil, 1911--. 2 vols.

Index to civil cases, showing title of case, names of plaintiff and defendant, and case number, used as reference to location of file boxes containing legal documents to each case. Arr. alph. by names of plaintiffs. Hdw. 125 pp. 16 x 12 x 1. Clk. off.

97. RECEIVERSHIP RECORD, 1915--. 1 vol.

Record of receiverships, showing names of complainant, receiver, and principles; case number; list of assets and liabilities; and amounts allowed by court on claims, orders, and final discharge. Arr. chron. Hdw. 145 pp. 16 x 14 x 1 $\frac{1}{2}$ . Clk. main off.



Sanity Causes

98. INSANITY RECORD, 1905-27. 2 vols. (4-5). Vols. 1-3, prior to 1905, missing.

Record of insanity cases tried in circuit court, showing names of patient, medical examiner, and witnesses; detailed history of case; court proceedings; and disposition of case. Indexed alph. by names of patients. Hdw. 500 pp. 18 x 13 x 3. Clk. main off.

For subsequent records, see entry 107.

Naturalization Causes

99. DECLARATION OF INTENTION, 1908-30. 4 vols. (1-4).

Record declarations of intentions to become U.S. citizens, showing date of declaration; name, address, age, sex, height, weight, and parental history of declarant; names of native country, port of embarkation, and port of entry; date of arrival; and length of time in this country. Indexed alph. by names of declarants (aliens).

Hdw. 100 pp. 15 x 12 x 1. Clk. vt.

For prior records, see entry 101.

100. NATURALIZATION RECORD, 1909-29. 3 vols. (1-3).

Record of petitions for naturalization, showing names of petitioner and witnesses, proceedings of court, grant or denial of petition, parental history, and description of petitioner. Indexed alph. by names of petitioners. Hdw. 100 pp. 15 x 12 x 1. Clk. vt.

For prior records, see entry 101.



## Circuit Court--Civil Proceedings

(101-103)

## 101. PETITIONS FOR SECOND NATURALIZATION PAPERS, 1860-1905.

1 vol.

Record of petitions for second naturalization papers, showing name of petitioner, date of petition, date and port of arrival, and port and date of debarkation. Indexed alph. by names of petitioners.

Hdw. 300 pp. 16 x 12 x 2. Clk. vt.

For subsequent records, see entries 99 and 100.

## Civil Proceedings

Entry

## 102. ENTRY, ISSUE DOCKET, AND FEE BOOK, 1913---. 31 vols.

(1-31).

Record of cases entered and fees collected, showing names of principals, cause number, nature of cause, dates of filing and trial, court proceedings, and fees collected. Indexed alph. by names of plaintiffs. Hdw. 400 pp. 18 x 14 x 2 $\frac{1}{2}$ . 26 vols., 1913-33, Clk. vt.; 5 vols., 1934--, Clk. main off.

103. ENTRY DOCKET, 1906-12. 3 vols. (12-14). Prior records destroyed by fire.

Clerks' calendar of cases, showing case number; names of plaintiff, defendant, and attorney; dates of entry and summons; and nature of charge. Arr. alph. by names of plaintiffs and defendants. Hdw. 275 pp. 18 x 13 x 3. Clk. vt.





Trial

104. COURT DOCKET [Civil], 1913--. 10 vols.

Judges' record of civil cases disposed of, showing date of trial; kind of action; names of plaintiff, defendant, and attorneys; minutes of court; and volume and page numbers of Order Book. Arr. chron.

Hdw. 850 pp. 12 x 14 x 6 $\frac{1}{2}$ . Clk. rear off.

105. COURT DOCKET [Miscellaneous], 1913--. 1 vol. Records prior to 1913, destroyed by fire.

Record of judges' special appointment of various county officials, and selection of jury venires, showing names of appointee and juror, kind of office appointed to, and record of jury services. Arr. chron.

Hdw. 400 pp. 12 x 14 x 4. Clk. rear off.

106. CIVIL ORDER BOOK, 1839--. 35 vols. (32-66).

Record of all orders in civil cases, showing names of principals, nature of suit, date of writ, and record of general and final orders.

Indexed alph. by names of plaintiffs. 1839-Mar. 1903, hdw.;

April 1903--, typed. 300 pp. 18 x 13 x 3. 13 vols., 1839-1910,

Clk. vt.; 22 vols., 1910--, Clk. main off.

Disposition

107. JUDGMENT DOCKET [Civil], 1860--. 11 vols. (2, 2, 8-16).

1875-89, missing. Records prior to 1860, destroyed by fire.

Record of judgments awarded in DeKalb Circuit Court, showing case number; names of plaintiff, defendant, and judgment debtor and creditor; date and amount of judgment, and volume and page numbers of Order and

Fee Books. Indexed alph. by names of litigants. Hdw. 287 pp. 18 x 12 x 3.

2 vols., 1861-74. Clk. vt.; 9 vols., 1889-1936. Clk. off.



## 108. JUDGMENT INDEX [Civil], 1913--. 2 vols. (5-6).

Index to judgments rendered, showing names of plaintiff and defendant, amount of judgment, date satisfied, and page references to Judgment Docket and Order Book. Indexed alph. by names of plaintiffs and defendants. Hdw. 550 pp. 18 x 12 x 3. Clk. vt.

Executions

## 109. EXECUTION DOCKET, 1850--. 9 vols. (A, B, 5-11). 1876-81, missing.

Record of executions on court judgments, showing date of issue; kind of writ; names of plaintiff, defendant, attorneys, witnesses, and judgment debtor and creditor; amount of judgment; costs; amount recovered; and sheriff's return. Indexed alph. by names of plaintiffs and defendants. Hdw. 500 pp. 16 x 12 x 3. 7 vols., 1850-1924, Clk. vt.; 2 vols., 1924--, Clk. main off.

## 110. EXECUTIONS, 1853--. 21 file boxes.

Writs of executions on judgments, showing sheriff's certificate of sale, proof of publication, cause number, dates of execution and certificate, and names of plaintiff and defendant. Arr. chron. 10 x 4 x 15. Clk. vt.

## 111. PRECIPE FOR EXECUTION, 1932--. 1 vol.

Record of orders of court for execution of judgment rendered, showing cause number; date of issue; names of plaintiff, defendant, attorneys; term of court, and officer serving process; and amounts of judgment and interest at date of issue. Arr. chron. Hdw. 225 pp. 15 x 12 x 1 1/2. Clk. main off.



## Circuit Court--Civil Proceedings

(112-115)

## 112. LIS PENDENS RECORD, Sheriff's Notices, 1877--. 1 vol.

Record of sheriff's notices of levy and attachment, showing case number, title, <sup>asset</sup> nature of writ, date of issue, description and location of property to be attached, names of plaintiff and defendant, and return made. Indexed alph. by names of defendants. Hdw. 340 pp. 18 x 13 x 3. Clk. main off.

## 113. LIS PENDENS, Sheriff's Certificates, 1881--. 3 vols. (1-3).

Record of sheriff's certificates of sales made to satisfy judgments awarded in court, showing dates of judgment and sale; names of plaintiff, defendant, purchaser, and judgment debtor and creditor; amounts of judgment, sale, and interest penalties; and terms of certificate. Indexed alph. by names of plaintiffs. Hdw. 576 pp. 18 x 13 x 3. Clk. main off.

## 114. LIS PENDENS, Redemption, 1890--. 1 vol.

Record of redemptions of property sold at sheriffs' sales, showing dates of sale and redemption; names of purchaser, sheriff, and owner; and amounts of judgment and sale. Indexed alph. by names of plaintiffs and defendants. Hdw. 550 pp. 18 x 13 x 3. Clk. main off.

## 115. SUPPORT DOCKET, 1913--. 3 vols. (1-3).

Record of support money received and disbursed by order of court, showing date and amount received, names of payer and payee, date of court order, case number, and volume and page references to Judgment Docket. Indexed alph. by names of defendants. Hdw. 320 pp. 16 x 12 x 2 $\frac{1}{2}$ . Clk. main off.



Circuit Court--Criminal Causes

(116-118)

## Criminal Causes

116. CRIMINAL CASES, 1913--. 20 file boxes. Records prior to 1913, destroyed by fire.

Legal papers pertaining to criminal cases, including warrants, affidavits, justice of peace transcripts, motions to quash, and appeal and recognizance bonds, showing date, names of parties to action, amounts involved, and matters concerned. Arr. by cause nos. 10 x 4 x 15. Clk. rear off.

Entry

117. ENTRY, ISSUE DOCKET AND FEE BOOK, Criminal, 1913--.  
8 vols. (1-8).

Record of entries in criminal cases, showing date of filing, names of defendant and attorney, nature of offense, issues, proceedings of court, verdict rendered, penalty imposed, and court costs. Indexed alph. by names of defendants. Hdw. 400 pp. 18 x 14 x 2 $\frac{1}{2}$ . 5 vols., 1913-29, Clk. vt. 3 vols., 1929--, Clk. main off.

Trial

118. COURT DOCKET [Criminal], 1918--. 3 vols.

Record of criminal cases, showing names of defendant and attorney, nature of charge, date of appearance, minutes of court proceedings, and book and page numbers. Arr. chron. Hdw. 850 pp. 12 x 14 x 6 $\frac{1}{2}$ . Clk. rear off.





Circuit Court

(Next entry 119, page

## Probate Causes

All probate causes of Dekalb County are under the exclusive jurisdiction of the Dekalb Circuit Court. This court has had this jurisdiction since the court of common pleas was abolished in 1873.

At the organization of the county in 1837, the probate court of Dekalb County was established under a law of 1829, which placed probate matters in a separate court, consisting of one judge, elected by the voters of the county for a term of seven years. It had original and exclusive jurisdiction in matters relating to probate of wills; granting letters of administration; settlement of decedents' estates; appointment of guardians for minors and persons of unsound mind; and approval of bonds of guardians, administrators, and executors. 1/

In 1852 the legislature abolished the probate court 2/ and created the "Court of Common Pleas of Dekalb County". 3/ The court of common pleas had original and exclusive jurisdiction of probate causes, except in special cases where concurrent jurisdiction was given to the circuit court or to some other court. 4/

The legislature in 1873 abolished the court of common pleas and transferred its jurisdiction to the circuit court, 5/ and all the records of the court of common pleas were transferred to the circuit court. 6/

The clerk of the circuit court was the clerk of the probate court 7/ and the clerk of the common pleas court. 8/

All records pertaining to probate causes are filed and preserved in the office of the clerk of the circuit court. 9/

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- 1/ Acts 1829, ch. 26, secs. 1-2, 5, 8.  
 2/ 1 Rev. Stat. 1852, ch. 92, sec. 1. 2 Rev. Stat. 1852, pt. 1, ch. 8, sec. 43.  
 3/ 2 Rev. Stat. 1852, pt. 1, ch. 8, secs. 1, 3, 27.  
 4/ Ibid., secs. 4-5, 7.  
 5/ Acts 1873; Burns 4-328; Baldwin 1417.  
 6/ Acts 1873, ch. 29, sec. 81.  
 7/ Acts 1829, ch. 26, sec. 3.  
 8/ 2 Rev. Stat. 1852, pt. 1, ch. 8, sec. 25.  
 9/ Acts 1829, ch. 26, sec. 3; 2 Rev. Stat. 1852, pt. 1, ch. 8, sec. 26. 2 Rev. Stat. 1852; Burns 49-2706, 49-2721; Baldwin 1433, 1441. Acts 1873, ch. 29, sec. 81.

### Probate Causes

#### Estate Causes

119. ESTATES, 1904--. 117 file boxes. Earlier records

destroyed by fire.

Papers pertaining to settlement of estates, showing date filed, names of parties, valuation of estate, inheritance tax receipts, administrator's reports, proof of notice of settlement, bonds, petitions, and sale bills. Arr. alph. by names of deceased. 4 x 10 x 15. Clk. vt.

120. CLAIMS, 1863--. 33 file boxes.

Claims filed against estates, showing unpaid bills; promissory notes owed by decedent; appraised value of estate; names of estate, claimant, and appraiser; date, amount, and nature of claim; and amount allowed by court. Arr. chron. 4 x 10 x 15. Clk. vt.



121. WILL RECORD, 1852--. 7 vols. (1, 4-8, and 1 vol. not numbered). Title varies: 1877-1900, Miscellaneous Will Record.

Transcripts of wills recorded for probate, showing names of decedent, witnesses, executor, and legatees; distribution of estate; location and description of property; and dates of will and recording. Indexed alph. by names of decedents. 1852-Feb. 1915, hdw.; March 1916--., typed. 588 pp. 18 x 13 x 3. Clk. vt.

122. WILLS, 1913--. 24 file boxes (A-Z, XYZ).

Wills probated, showing date recorded; names of decedent, executor, legatees, heirs, and witnesses; disposition of estate; conditions; bequests; and devices. Arr. alph. by names of testators. 10 x 4 x 15. Clk. off.

123. RECORD OF ADMINISTRATORS' BONDS, 1899--. 5 vols. (5-9).

Prior to 1899, destroyed by fire.

Record of administrators' bonds, showing names of estate, administrator, and surety; amount and conditions of bond; and date filed. Indexed alph. by names of administrators. Hdw. 200 pp. 16 x 12 x 2. 4 vols., 1899-1935, Clk. vt.; 1 vol., 1935--., Clk. main off.

124. RECORD OF EXECUTOR'S BONDS, 1913--. 2 vols. (3-4). Prior

to 1913, destroyed by fire.

Record of bonds posted by executors, showing names of executor and surety; and date, amount, and conditions of bond. Indexed alph. by names of executors. Hdw. 200 pp. 14 x 12 x 1 $\frac{1}{2}$ . 1 vol., 1913-27, Clk. vt.; 1 vol., 1928--., Clk. main off.



125. INVENTORY RECORD, 1902--. 7 vols. (7-13). Earlier records destroyed by fire.

Inventory of estates as filed by executors or administrators, showing itemized list and valuation of all chattels, date filed, and names of estate, executor or administrator, and appraisers. Indexed alph. by names of estates. 1902-Aug. 20, 1914, hdw.; Aug. 21, 1914--, typed. 600 pp. 18 x 13 x 3. 6 vols., 1902-35, Clk. vt.; 1 vol., 1935--., Clk. main off.

126. INHERITANCE AND TRANSFER TAX RECORD, 1913--. 4 vols. (1-3, and 1 vol. not numbered). Title varies: 1913-17, Record of Inheritance Tax Orders.

Record of inheritance and transfer tax due, showing names of decedent, heirs, and grantee and grantor; appraised value of real estate and personal property; kind of conveyance; location of property; amount of exemption; tax rate; date of court order; and amount to be paid. Indexed alph. by names of estates. Hdw. 575 pp. 16 x 12 x 3. 2 vols., 1913-26, Clk. vt.; 2 vols., 1926--., Clk. main off.

#### Guardianship Cases

127. RECORD OF GUARDIAN'S, ADMINISTRATOR'S, AND EXECUTOR'S REPORTS, 1903--. 16 vols. (14-29).

Record of reports of guardians, administrators, and executors. Contains: Record of Administrators and Executors, entry 154; Record of Guardians' Reports, entry 137. Indexed alph. by names of parties filing reports. 1903-Sept. 1914, hdw.; Oct. 1915--., typed. 600 pp. 18 x 13 x 3. 14 vols., 1903-34, Clk. vt.; 2 vols., 1934--., Clk. main off.





## 128. RECORD OF ADMINISTRATOR'S AND EXECUTOR'S REPORTS, 1903--.

In Record of Guardians', Administrators', and Executors' Reports, entry 133.

Record of the reports of administrators or executors, showing itemized list of receipts and disbursements involved in the administration and settlement of estates, and dates of filing report and approval.

## 129. GUARDIANSHIPS, 1913--. 45 file boxes. Records prior to 1913, destroyed by fire.

Papers pertaining to guardianships, showing names of guardian and ward, application for letters, date granted, inventory of estate, petition to liquidate assets, appraisals, balance in trust funds, issues, proceedings, file box and guardianship numbers, itemized list of fees, and Order Book reference. Arr. alph. by names of wards. 4 x 10 x 15. Clk. vt.

## 130. RECORD OF GUARDIAN'S BONDS, 1855--. 4 vols. (4-7). Records prior to 1855, destroyed by fire.

Record of bonds posted by guardians, showing date issued; names of ward, guardian, and surety; and amount and conditions of bond. Indexed alph. by names of guardians. Hdw. 200 pp. 15 x 12 x 1 1/2. 3 vols., 1855-May 1921, Clk. vt.; 1 vol., June 1921--., Clk. main off.

## 131. RECORD GUARDIAN'S REPORTS, 1903--. In Record of Guardians, Administrator's, and Executor's Reports, entry 133.

Guardians' reports, showing names of ward, guardian, and surety; date of appointment; guardianship number; list of receipts; age of ward; disbursements involved in the administering, and settlement of estate; and papers in discharge and release.



## Probate Proceedings

132. GENERAL ENTRY, CLAIM, AND ALLOWANCE DOCKET, 1855--. 17 vols. (1-17).

Record of claims filed against estates, showing names of estate and administrator, claimant number, nature and amount of claim, allowances, court action, and volumes and pages of Order Book, Inventory Record, and Bond Record. Indexed alph. by names of estates. Hdw. 300 pp. 18 x 16 x 3. 12 vols., 1855-1926, Clk. vt.; 5 vols., 1927--., Clk. main off.

133. GUARDIANSHIP DOCKET AND FEE BOOK, 1886--. 4 vols. (1-3, and 1 vol. not numbered). 1908-12, missing.

Record of guardianship cases filed in circuit court, showing case number; names of ward, guardian, and surety; amount of bond; and itemized list of fees and costs. Indexed alph. by names of wards. Hdw. 287 pp. 18 x 13 x 3. Clk. main off.

134. COURT DOCKET [Probate], 1913--. 5 vols. Records prior to 1913, destroyed by fire.

Record of cases filed for probate, showing names of testator, administrator, executor, legatees, and surety; amount of bond; case number; date filed; minutes of court proceedings; and volume and page of Order Book. Arr. chron. Hdw. 850 pp. 12 x 14 x 10 $\frac{1}{2}$ . Clk. rear off.

135. COURT DOCKET [Guardianship], 1913--. 2 vols. Earlier records destroyed by fire.

Record of guardianship cases in circuit court, showing names and addresses of ward, guardian, and surety; amount and conditions of bond; and proceedings of court. Arr. alph. by names of wards. Hdw. 600 pp. 12 x 14 x 5. Clk. rear off.



## Circuit Court--Miscellaneous Court Records

(136-138)

136. PROBATE ORDER BOOK, 1859--. 33 vols. (A-U, VV, X-Z, AA-IH).

Record of court orders in probate cases, showing names of estate, heirs, and administrator or executor; date of filing report; writs issued; and record of general and final orders. Indexed alph. by names of estates. 1859-1913, hdw.; 1913--, typed. 620 pp. 13 x 13 x 3. 23 vols., 1859-Feb. 1928, Clk. vt.; 5 vols., 1928--, Clk. main off.

137. FINAL RECORD, 1847-1916. 7 vols. (10, and 6 vols. not numbered).

Record of disposed of estate and guardianship cases, showing title of case; names of estate, heirs, and guardian; dates of filing and closing; record of bonds posted; issues; proceedings; orders; release of administrator; and discharge. Indexed alph. by names of estates. 1847-1909, hdw.; 1910-16, typed. 600 pp. 13 x 13 x 3. Clk. vt.

## Miscellaneous Court Records

Change of Venue

138. CHANGE OF VENUE, 1924--. 4 vols. (1-4).

Record of venued cases, showing date of trial, names of foreign court and principals in case, cause and case numbers, number of days in trial, jury service, amount of board for jury, clerk and bailiff costs, order book reference, total cost of trial, and balance due county. Indexed alph. by case titles. Hdw. 285 pp. 14 x 10 x 1 $\frac{1}{2}$ . Clk. off.



Fee and Cash Records

139. REGISTER OF FEES AND FUNDS HELD IN TRUST, 1913--. 1 vol.

(6). Records prior to 1913, destroyed by fire.

Record of fees collected by clerk as trust funds, showing amount of fees, date and source received, and name of estate. Indexed alph. by names of estates. Hdw. 500 pp. 18 x 13 x 3. Clk. main off.

140. REGISTER OF WITNESS AND OTHER FEES, 1913--. 2 vols. (4-5).

Records prior to 1913, destroyed by fire.

Record of miscellaneous fees collected by clerk, showing date, amount, and source received; amount disbursed; purpose; and names of payer and payee. Indexed alph. by names of recipients. Hdw. 428 pp. 18 x 13 x 3. Clk. main off.

141. INSANITY FEE BOOK, 1897--. 1 vol. (3).

Record of fees in insanity cases, showing amounts of sheriff, justice of peace, witness, and medical examiner fees; date of trial; name of patient; and title of case. Indexed alph. by names of patients. Hdw. 428 pp. 18 x 13 x 3. Clk. off.

142. PROBATE FEE BOOK, 1903-14. 4 vols. (5-8). Records prior to 1903, destroyed by fire.

Record of fees in probate cases, showing title of estate, list and amount of fees collected, date and source of collection, amount disbursed, date and purpose of disbursements, and names of estate, payer, and payee. Indexed alph. by names of estates. Hdw. 588 pp. 18 x 13 x 3. Clk. main off.

For subsequent records, see entry 138.





(Next entry 143, page 98)

## VI. SHERIFF

The sheriff is a constitutional officer elected for a two-year term. No person is eligible to the office of sheriff for more than four years in any six-year period. The sheriff is required to post bond in the amount of from five thousand to fifteen thousand dollars as fixed by the board of commissioners. 1/

Prior to the Constitution of 1851, the office of sheriff was established at the organization of Dekalb County in 1837, under the authority of an Indiana Territorial Act and later of the Constitution of 1816 and an act of 1824 which directed the Governor to appoint a sheriff in any new county formed, to act as such until such an officer is duly elected and qualified. 2/

The sheriff is a conservator of the peace within Dekalb County. He is required to arrest without process all persons who within his view commit any crime or misdemeanor, and hold them in custody during investigation of the cause of such arrest; to suppress all breaches of the peace, with authority to call to his aid the power of the county; to pursue and commit to jail all felons; to execute all process directed to him by legal authority; and to maintain and preserve order in the courts of the county except courts of justice of the peace. He also maintains the jail and takes care of the prisoners confined in it. 3/ It is his duty to protect persons in danger of possible lynchings. 4/ He makes arrests of all persons on warrants issued upon indictments and affidavits, and commits them to jail; and also serves summons in cases of misdemeanor. 5/



The sheriff sells mortgaged property on foreclosure proceedings and property on executions; 6/ executes deeds to real estate sold by him; 7/ conveys persons committed to state charitable, correctional, or penal institutions; 8/ and attends sessions and executes the orders of the county council 9/ and the board of commissioners. 10/

The chief records which the sheriff keeps are a cashbook, a fee book, 11/ and a jail record. 12/

All the records are located in the courthouse.

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1/ Const., art. 6, sec. 2. 2 Rev. Stat. 1852, Acts 1937; Burns, 1937 suppl., 49-2801; Baldwin, 1937 suppl., 5493.

2/ Const. 1816, art. 4, sec. 25. Rev. Laws 1934, ch. 100, sec. 2.

3/ 2 Rev. Stat. 1852; Burns 49-2802; Baldwin 2594.

4/ Acts 1906; Burns 10-3309, 10-5310; Baldwin 2530, 2531.

5/ Acts 1905, 1937; Burns, 1937 suppl., 9-1001; Baldwin, 1937 suppl., 2134.

6/ Acts 1881 (Spec. Sess.); Burns 2-3601, 3-1819; Baldwin 574, 1014.

7/ Acts 1881 (Spec. Sess.); Burns 2-4101; Baldwin 619. Acts 1931; Burns 3-1506; Baldwin 1008.

8/ Acts 1905; Burns 9-2232, 22-2013; Baldwin 2330, 4206. Acts 1911; Burns 22-1716; Baldwin 4230. Acts 1919; Burns 22-1809; Baldwin 4204. Acts 1927; Burns 22-1215; Baldwin 4305.

9/ Acts 1899; Burns 26-610; Baldwin 5374.

10/ 1 Rev. Stat. 1852; Burns 26-611; Baldwin 5226.

11/ Acts 1895; Burns 49-1401; Baldwin 7276.

12/ Acts 1909; Burns 13-1007; Baldwin 13459.

#### Executions and Reports

143. SHERIFF'S EXECUTION DOCKET, 1861--. 9 vols. (A-B, 3-9).

Sheriff's official record of executions of court orders, showing date of writ, names of plaintiff and defendant, writ number, amount



## Sheriff

(144-146)

of judgment, penalties, cost of execution, and sheriff's return.

Indexed alph. by names of defendants. Hdw. 285 pp. 18 x 13 x

2 $\frac{1}{2}$ . 2 vols., 1861-76, bsmt.; 7 vols., 1876--Shf. off.

144. SHERIFF'S DOCKET, CIRCUIT COURT, 1861-1913.

16 vols.

Calendar of writs issued to sheriff, showing date served, number

of case, writ of court, nature of writ, fees collected, judgments,

and return. Arr. chron. Hdw. 300 pp. 18 x 13 x 3. 13 vols.,

1861-87, bsmt.; 2 vols., 1887-1913, Shf. off.

For subsequent records, see entry 148.

145. SHERIFF'S DOCKET, COMMON PLEAS COURT, 1853-73.

4 vols. (A, and 3 vols. not numbered).

Record of sheriff's docket, showing date and kind of writ, dates

of service, and return, and names of plaintiff and defendant.

Indexed alph. by names of plaintiffs and defendants. Hdw. 290

pp. 18 x 13 x 3. Bsmt. stg. rm.

146. JAIL REGISTER, 1877--. 3 vols. (1, and 2 vols.

not numbered or lettered).

Sheriff's commitment record of prisoners, showing name, age,

sex, and birthplace of prisoner; date of commital and discharge;

charge; sentence; and number of days confined. Indexed alph. by

names of prisoners. Hdw. 300 pp. 16 x 12 x 2. 2 vols., 1, and

1 vol. not numbered, bsmt; 1 vol., not numbered, Shf. residence.



## Sheriff--Fee and Cash Records

(147-150)

147. FEDERAL BUREAU OF INVESTIGATION, 1916--. 4 file boxes. Federal Bureau finger print forms, letters, and bulletins, showing description of fugitive, nature of crime, and locality where crime or offense was committed. Arr. chron. 10 x 4 x 20. Shf. off.

148. STOLEN AUTOS, 1915--. 3 file boxes. Record of stolen cars, showing date; name; and address of owner; manufacturer's name; kind, description, and license number of car; and place stolen. Arr. chron.  $4\frac{1}{2}$  x 6 x 20. Shf. off.

## Fee and Cash Records

149. SHERIFF'S REGISTER OF FEES, Civil, 1882--. 12 vols.

(1-11, and 1 vol. not numbered). Title varies: 1923--  
Civil and Criminal.

Record of fees and costs collected in civil cases, showing dates writs issued, served, and returned; amounts of fees, costs, and mileage; names of plaintiff and defendant; and number and nature of cause. Arr. chron. Hdw. 300 pp. 18 x 13 x 3. 2 vols., 1892-1903, Shf. stg. rm., bsmt.; 10 vols., 1903--., Shf. off.

150. REGISTER OF FEES, CRIMINAL, And Juvenile, 1923--.

2 vols. (1-2).

Record of fees and costs collected in criminal and juvenile cases, showing number and nature of cause; date of writ, service, and return; amounts and kinds of fees, costs, and mileage; and names of plaintiff and defendant. Arr. chron. Hdw. 300 pp. 18 x 13 x 3. Shf. off.





Sheriff--Maps

(151)

## Maps

151. DEKALE COUNTY, 1933. 1 map.

Political and communications map, showing date, names of rivers, railroads, and schools; and range, section, township, and highway numbers. Drawn by C. R. Mitts. Black and white. No scale given. 42 x 42. Shf. off.



## VII. CORONER

The coroner is a constitutional officer elected for a two-year term, without restriction on reelection. 1/ He is required to post a bond of not more than five thousand nor less than one thousand dollars, as fixed by the board of commissioners. 2/

Prior to the Constitution of 1851, the office of coroner was established at the organization of DeKalb County in 1837, under the authority of the Constitution of 1816 and an act of 1824 which directed the Governor to appoint a coroner in any new county formed, to act as such until such an officer is duly elected and qualified. 3/

The coroner is required to investigate deaths by violence, by accident, and of suspicious nature; to inquire into the cause and manner of death; 4/ and to order the arrest of any person whom he may charge with murder. 5/ He holds such inquests without a jury, 6/ and may subpoena witnesses and employ a physician to make a post-mortem examination; 7/ draws up his verdict, 8/ and files it in the office of the clerk of the circuit court, together with a report, giving a minute description of the deceased and valuables found with the body. 9/ He is a peace officer with the same powers as the sheriff, 10/ and acts as sheriff in event of absence, vacancy, personal interest, or incapacity of that officer, 11/ and arrests and commits to jail the sheriff if necessary. 12/

The records are located in the courthouse.

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1/ Const., art. 6, sec. 2.

2/ 2 Rev. Stat. 1852, Acts 1933; Burns 49-2901; Baldwin 5436.



Coroner

(152)

- 3/ Const. 1816, art. 4, sec. 25. Acts 1824, ch. 100, sec. 6.  
4/ 2 Rev. Stat. 1852, Acts 1871, 1879 (Spc. Sess.), 1935;  
 Burns, 1937 suppl., 49-2904; Baldwin, 1935 suppl., 5429.  
5/ 2 Rev. Stat. 1852; Burns 49-2914; Baldwin 5448.  
6/ Acts 1879 (Spc. Sess.); Burns 49-2905; Baldwin 5444.  
7/ 2 Rev. Stat. 1852; Burns 49-2906; Baldwin 5440.  
8/ 2 Rev. Stat. 1852, Acts 1879 (Spc. Sess.); Burns  
 49-2908; Baldwin 5442.  
9/ 2 Rev. Stat. 1852, Acts 1879 (Spc. Sess.); Burns  
 49-2909; Baldwin 5443.  
10/ 2 Rev. Stat. 1852, Acts 1933; Burns 49-2901; Baldwin 5436.  
11/ 2 Rev. Stat. 1852; Burns 49-2902; Baldwin 5437.  
12/ 2 Rev. Stat. 1852; Burns 49-2903; Baldwin 5438.

152. CORONER'S INQUESTS, 1913--. 2 file boxes.

Verdicts in inquests into violent, sudden, and unexplained deaths, showing date of death, names of deceased, and witnesses, former address of deceased, location and description of death, and nature of verdict. No index. 10 x 4 x 15. Clk. off.



(Next entry 153, page 107)

## VIII. PROSECUTING ATTORNEY

The prosecuting attorney is a constitutional officer, elected in each judicial circuit for a two-year term. 1/ He is required to execute a bond in the amount of five thousand dollars, to be approved by the judge of the circuit court and filed with the clerk.

2/

Prior to the Constitution of 1851, the circuit prosecutor was chosen by joint ballot of the senate and house of representatives by an act of 1831. 3/ The legislature in 1843 provided that the prosecuting attorney be elected by the voters of the circuit. 4/ In 1847 the prosecuting attorney was made a county officer, elected by the voters thereof. 5/ The act of 1847 was repealed in 1851, and the provisions of the act of 1843 were restored. 6/

The prosecuting attorney prosecutes the pleas of the state 7/ in all courts of Dekalb County, including the courts of justice of the peace, as provided by law. 8/ He appears before the grand jury to furnish information relative to matters cognizable by it or upon any legal matter, and signs all indictments found, but is excluded from its deliberations. 9/ He may also prosecute by affidavit persons accused of public offenses except treason and murder. 10/ He conducts all prosecutions for felonies and misdemeanors in Dekalb County, all suits on forfeited recognizances, resists applications for changing names, and superintends on behalf of the county or any of its trust funds, all suits in which the same may be interested. 11/ He defends persons of unsound mind or incapable of managing their business affairs by reason of old





Prosecuting Attorney

(Next entry 153, page 107)

age or other infirmity, and protects their interests; 12 / and  
resists undefended actions for divorce. 13 /

The prosecuting attorney may take acknowledgments to deeds  
or other instruments in writing, administer oaths, protect notes  
and checks, take deposition~~s~~ of witnesses, and perform any duty  
now conferred on a notary public. 14 /

1 / Const., art. 7, sec. 11. 2 Rev. Stat. 1852; Burns  
49-2501; Baldwin 5456.

2 / 2 Rev. Stat. 1852; Burns 49-2502; Baldwin 5458.

3 / Rev. Laws 1831, ch. 10, sec. 1.

4 / Acts 1843, ch. 15, sec. 1.

5 / Acts 1847, ch. 12, sec. 1.

6 / Acts 1851, ch. 132, sec. 1-2.

7 / 2 Rev. Stat. 1852; Burns 49-2501; Baldwin 5456.

8 / Acts 1933; Burns 49-2695; Baldwin 7550.

9 / Acts 1906; Burns 9-826, 9-901; Baldwin 2122, 2123.

10 / Acts 1905, 1927; Burns 9-908; Baldwin 2131.

11 / 2 Rev. Stat. 1852; Burns 49-2504; Baldwin 5460.

12 / Ibid. 2 Rev. Stat. 1852, Acts 1895; Burns 8-202;  
Baldwin 3460. Acts 1911, 1919; Burns 8-301; Baldwin 3472.

13 / Acts 1873; Burns 3-1212; Baldwin 916. Acts 1913; Burns  
3-1213; Baldwin 917.

14 / Acts 1919; Burns 49-2507; Baldwin 5463.

No records could be found.



(Next entry 153, page 107)

## IX. ASSESSOR

The assessor is a statutory officer, elected for a four-year term. He must be a continuous resident freeholder of DeKalb County for not less than four years prior to the date of his election, and post a five thousand dollar bond, with two or more good freeholder sureties approved by the auditor, who also administers the oath of office. His work is under the direction of the state board of tax commissioners, and he may be removed by that board, after a hearing, for incompetency, neglect of duty, or misconduct in office. 1/

The legislature in 1841 created the county offices of appraiser 2/ and assessor 3/ with similar functions relative to valuation for taxation of real and personal property, respectively. The office of assessor existed in DeKalb County until 1852, when the office was discontinued, 4/ and the duties devolved upon township assessors. The office of appraiser was discontinued in 1872, 5/ and replaced by the office of county assessor, then reestablished. 6/ Three years later the office was abolished 7/ and again established in 1891 in its present form. 8/

The duties of the assessor are to examine carefully tax duplicates and other records in the offices of the auditor, treasurer, recorder, clerk, sheriff, and surveyor, together with the returns of the township assessors, and to discover, list, and assess all omitted property of every kind, entering his valuation in a separate column on the township assessors' records; to list and



Assessor--

(153)

assess any omitted property which he discovers at any time of the year; to instruct and advise the township assessors; to report to the state board of tax commissioners any delinquencies of township assessors; 9/ to set a value upon intangibles for taxes; 10/ and to appraise estates for inheritance taxes. 11/ He is ex-officio member and president of the Delalb County Board of Review. 12/

The assessor is required to return to the auditor all township assessors' books, returns, lists, schedules, and other papers received by him from the auditor, together with such additional books, lists, assessments, and papers as he has made thereto on or before the first Monday after July 4 of each year. 13/

All the records are located in the courthouse.

- 
- 1/ Acts 1919, 1921; Burns 64-1101; Baldwin 15696.
  - 2/ Acts 1841, ch. 1, sec. 1.
  - 3/ Acts 1841, ch. 3, sec. 1.
  - 4/ 1 Nev. Stat. 1852, ch. 92, sec. 1.
  - 5/ Acts 1872 (Spec. Sess.), ch. 37, sec. 276.
  - 6/ Ibid., sec. 107.
  - 7/ Acts 1875, ch. 97, sec. 9.
  - 8/ Acts 1891, ch. 99, sec. 112.
  - 9/ Acts 1919; Burns, 1937 suppl., 64-905; Baldwin, 1935 suppl., 15903.
  - 10/ Acts 1933, 1935; Burns, 1937 suppl., 64-905; Baldwin, 1935 suppl., 15903.
  - 11/ Acts 1919, 1921; Burns 64-1101; Baldwin 15696. Acts 1931, 1933; Burns 6-2408; Baldwin 15946.
  - 12/ Acts 1919, 1920 (Spec. Sess.); Burns 64-1201; Baldwin 15700.
  - 13/ Acts 1919; Burns 64-1102; Baldwin 15698.

153. APPOINTMENT OF DEPUTY ASSESSORS, 1923--. 1 file box.  
Appointment of deputy assessors, showing names of appointee. and sureties; date, amount, terms and duration of bond; and confirmation.  
Arr. chron. 10 x 5 x 12. Assr. off.



Assessor

(154-157)

154. APPRAISEMENT OF ADDITIONAL IMPROVEMENTS ON SCHOOL  
PROPERTY, 1928--. 4 file boxes.

Valuation of additional improvements of school property, showing date, name, location, and description of school; acreage; value of lands and additional improvements; and total value. Arr. chron. 10 x 5 x 12. Assr. off.

155. SUPPLEMENTARY INFORMATION RETURNS, 1933--. 10 file boxes.  
Copies of annual returns of supplemental information on corporation's taxable property for tax assessment purposes, showing date, name of corporation, total assets and liabilities, statements, schedules, capital stock, value of stock shares, lists of tangibles and intangibles, and net worth. Arr. chron. 10 $\frac{1}{2}$  x 5 x 12. Assr. off.

156. SCHEDULE OF INTANGIBLE PERSONAL PROPERTY, 1933--.

1 file box.

Schedules of intangible personal property, showing date, itemized list of intangibles, names of firms and individual, amount of tax paid, and certification. Arr. chron. 10 $\frac{1}{2}$  x 5 x 12. Assr. off.

157. APPLICATIONS FOR DETERMINING THE VALUATION OF TAXABLE  
INTANGIBLES, 1933--. 1 file box.

Copies of applications for determining the valuation of taxable intangibles, showing date; list and valuation of intangibles by owner, and by assessor; and name, oath, and signature of owner, and signature of assessor. Arr. chron. 10 $\frac{1}{2}$  x 5 x 12. Assr. off.





## Assessor--Maps

(158-160)

## 158. INHERITANCE TAX REPORT, 1931--. 9 file boxes.

Schedules of real and personal property of estates certified to court for tax assessment, showing names of decedent, executor, administrator, legatees, trustees, and appraisers; value of property; exemptions; tax prorated to heirs; assets and liabilities of estate; inventories and appraisals; total assessed value; and total tax levied. Arr. chron. 10 x 5 x 12. Assr. off.

## 159. RECORD OF UNCANCELLED MORTGAGES, 1899-1921. 3 vols.

(1-3).

Record of uncanceled mortgages, showing date of mortgage; names and addresses of grantor, grantee, or assignee; book and page number of mortgage record; amount of mortgage; and date of cancellation or foreclosure. Arr. chron. Hdw. 500 pp. 18 x 12 x 2 $\frac{1}{2}$ . Assr. off.

## Maps

## 160. DEKALB COUNTY, 1935. 1 map.

Communications and land tenure map, showing date; names of townships, cities, towns, roads, highways, streams, railroads, and electric car lines; locations and acreage of farms; and names and residences of owners. Drawn by T. C. Culdin. Published at Auburn, Ind., by Calvin C. Kain and T. C. Culdin. Color print. Scale; 3/4" to 1 mi. 38 x 38. Assr. off.



(Next entry 161, page 112)

## X. BOARD OF REVIEW

The board of review of DeKalb County, established under an act of 1891 1/ and subsequent amendments, reviews assessments and equalizes the valuation of real and personal property. Its members are the assessor, auditor, and treasurer, *ex officio*, and two freeholders of opposite political parties, appointed annually by the judge of the circuit court. The assessor is president and the auditor is secretary. 2/

Prior to 1891, there was a county board of equalization, consisting of the board of commissioners and certain other members--in 1841, the auditor and the assessor; 3/ in 1852, the auditor and the appraiser or appraisers; 4/ in 1872, the auditor and the assessor; 5/ and in 1881, four freeholders from different parts of the county, appointed by the judge of the circuit court. 6/ In 1891 the board of review was created, consisting of the assessor, auditor, and treasurer; in 1895 two freeholders were added to the board; 7/ and the act of 1919 required the two freeholders to be of opposite political parties.

The board of review holds an annual meeting beginning on the first Monday of June. A majority constitutes a quorum for the transaction of business and may decide any question. At the meeting the auditor submits for examination the assessment list of the county returned by the township assessors, and the county assessor reports all corrections and changes which in his judgment ought to be made, which the board considers and acts upon, and it may, upon its own motion, add omitted property. 8/



Board of Review

(Next entry 161, page 112)

The board adjusts inequalities in the valuation of particular tracts or lots, 9/ hears complaints of owners of personal property, corrects errors in the description and assessment, and passes upon each valuation in the township assessors' lists. 10/ It assesses the capital stock and franchises of corporations in the county, except those assessed by the state board of tax commissioners, such as railroad, telephone, and telegraph companies. 11/

It is the duty of the board to inquire as to the valuation of various classes of property in the townships or any taxing unit, to make such changes as may be necessary, and to determine the amount to be added or deducted in order to make an equitable equalization of valuation throughout the county. If the board shall find the aggregate assessment too high, too low, or unequal, it may set aside the assessment of the whole county, or of any township or taxing unit therein, and order a new assessment. 12/

The auditor, as secretary, is required to keep full and accurate minutes of the proceedings of the board. The changes made by the board are entered in a separate column in the assessment lists. 13/

All the records are located in the courthouse.

- 
- 1/ Acts 1891, ch. 99, sec. 114.  
 2/ Acts 1919, 1920 (Spec. Sess.); Burns 64-1201; Baldwin 15700.  
 3/ Acts 1841, ch. 1, sec. 18.  
 4/ 1 Rev. Stat. 1852, ch. 35, sec. 2.  
 5/ Acts 1372 (Spec. Sess.), ch. 37, sec. 150.  
 6/ Acts 1831 (Spec. Sess.), ch. 96, sec. 129.  
 7/ Acts 1895, ch. 36, sec. 2.  
 8/ Acts 1919, 1920 (Spec. Sess.); Burns 64-1201; Baldwin 15700.



## Board of Review

(161-163)

- 9/ Acts 1919; Burns 64-1205; Baldwin 15704.  
10/ Acts 1919, 1920 (Spec. Sess.); Burns 64-1201; Baldwin 15700.  
11/ Acts 1919; Burns 64-724; Baldwin 15638.  
12/ Acts 1919; Burns 64-1205; Baldwin 15704.  
13/ Acts 1919, 1920 (Spec. Sess.); Burns 64-1201; Baldwin 15700.

## 161. RECORD OF COUNTY BOARD OF REVIEW, 1891--. 3 vols.

(1-3).

Minutes of board sessions, showing date of meeting, names of members present, proceedings, transactions, considerations, hearings, and decisions in matters of taxation. Indexed alph. by names of taxpayers. Hdw. 440 pp. 16 x 12 x 2. 2 vols., 1891-June 30, 1930, Recr. rm.; 2nd floor.; 1 vol., June 30, Aud. front off.

## 162. OATHS OF MEMBERS OF BOARD OF REVIEW, 1891--. 4 file boxes.

Record of oaths of office of board members, showing date, sworn oaths taken, and signatures of officer and auditor. Arr. chron. 5 x 11 x 14. 2 boxes, 1891-June 6, 1927; rec. rm.; 2nd floor.; 2 boxes, June 6, 1927--; Aud. front off.

## 163. NOTICES OF TAX ADJUSTMENTS BY BOARD OF REVIEW, 1923-27.

1 file box.

Record of tax adjustment notices sent to taxpayer, showing date, name and address of taxpayer, assessment changes, and date set for appeal. Arr. chron. 5 x 11 x 14. Rec. rm., 2nd floor.





(Note entry 164, page 114)

# XI. BOARD OF TAX ADJUSTMENT

The board of tax adjustment of Dekalb County consists of seven members, chosen in accordance with an act of 1937, as follows: One member of the county council, chosen by the council; the mayor of the largest city in the county, or any public official of any city in the county appointed by the said mayor of the largest city in the county; one member of the county board of education selected by such board; and four freeholders of the county appointed annually by the judge of the circuit court. No more than four of the seven members may be adherents of the same political party. The board elects its own chairman and vice-chairman, and the auditor acts as clerk, but has no vote in its proceedings. 1/

The board was first created by an act of 1932 2/ and re-constituted by an act of 1933, 3/ with seven members as at present, differing chiefly in qualifications and methods of appointment.

The auditor lays before the board, at its annual meeting beginning the second Monday of September and ending not later than the first day of October, the budgets adopted and the tax levies and rates fixed by the proper authorities of each municipal corporation for the ensuing year. 4/

It is the duty of the board to examine, revise, change, or reduce, but not increase, any budget, tax levy, or rate, holding such budget with the total amount of revenue to be raised therefor. No change can be made in detailed items, but only in the total amounts budgeted for each office. 5/ The total of all tax rates



## Board of Tax Adjustment

(134)

on property within any municipal corporation for all municipal corporations for which the property therein is taxable, with certain exceptions, must not exceed the total rate as provided by law. 6/ The board has the right to require officials submitting budget estimates and tax levies and rates, to attend its meetings or to furnish any necessary information, and it may employ an examiner of the state board of accounts to assist in its duties. 7/

The auditor, as clerk, keeps a complete record of all its proceedings. 8/

The record is located in the courthouse.

- 
- 1/ Acts 1937; Burns, 1937 suppl., 64-310; Baldwin, 1937 suppl., 15897-4.
  - 2/ Acts 1932, ch. 10, sec. 4.
  - 3/ Acts 1933, ch. 237, sec. 4.
  - 4/ Acts 1937; Burns, 1937 suppl., 64-310, 64-311; Baldwin, 1937 suppl., 15897-4, 15897-5.
  - 5/ Acts 1937; Burns, 1937 suppl., 64-311; Baldwin, 1937 suppl., 15897-6.
  - 6/ Acts 1937; Burns, 1937 suppl., 64-309; Baldwin, 1937 suppl., 15897-3.
  - 7/ Acts 1937; Burns, 1937 suppl., 64-310; Baldwin, 1937 suppl., 15897-4.
  - 8/ Ibid.

164. BOARD OF TAX ADJUSTMENT, 1932--. 1 vol.

Minutes of the board, showing date of meeting, names of members present, discussions, considerations, and decisions in matters budgetary and tax levies. Arr. chron. Hdw. 325 pp. 16 x 13 x 3. Aud. front off.



(Next entry 165, page 117)

## XII. BOARD OF FINANCE

The board of finance of DeKalb County consists of the board of commissioners under the authority of the Depository Act of 1937. The auditor is the secretary, 1/ and the board elects its president. 2/

The board was first created by an act of 1907 3/ and recreated by the Depository Act of 1935. 4/

The board of finance has supervision of all public funds of the county and of the safekeeping and deposit thereof, 5/ and may sue and be sued, in its own name, in any court of competent jurisdiction. 6/ It designates the banks to serve as depositories for county funds. 7/ The board receives monthly statements of county funds on deposit from the banks, 8/ and may, as it sees fit, revoke the commission of any depository at any time. 9/

The board of finance holds an annual meeting on the third Monday in January for its organization, 10/ a biennial meeting on the third Monday in February, in the odd numbered years, for the consideration of proposals of banks as depositories for the ensuing two-year period. 11/

The agents of all boards of finance--county, city, town, school, and township, and of all banks desiring to become depositories, are called together by the president of the county board in a joint meeting biennially, within five days before the date fixed for filing the proposals, for the purpose of making an agreement designating depositories and the amount of deposits in each. The total maximum amount of all public funds controlled by the several



## Board of Finance

(Next entry 125, page 117)

boards in the county is considered as one fund in making deposits in such proportion as the total resources of each depository bear to the total resources of all. The secretary of the county board is the secretary of the joint meeting and records its proceedings in the records of the county board. 12/

The auditor, as secretary of the board of finance, keeps a record of its proceedings. 13/

The records are located in the courthouse.

- 
- 1/ Acts 1937; Burns, 1937 suppl., 61-629; Baldwin, 1937 suppl., 13844-50.
  - 2/ Acts 1937; Burns, 1937 suppl., 61-633; Baldwin, 1937 suppl., 13855-54.
  - 3/ Acts 1907, ch. 222, sec. 6.
  - 4/ Acts 1955, ch. 70, sec. 7.
  - 5/ Acts 1937; Burns, 1937 suppl., 61-629; Baldwin, 1937 suppl., 13844-50.
  - 6/ Acts 1937; Burns, 1937 suppl., 61-633; Baldwin, 1937 suppl., 13844-54.
  - 7/ Acts 1937; Burns, 1937 suppl., 61-635, 61-636; Baldwin, 1937 suppl., 13844-56, 13844-57.
  - 8/ Acts 1937; Burns, 1937 suppl., 61-638; Baldwin, 1937 suppl., 13844-59.
  - 9/ Acts 1937; Burns, 1937 suppl., 61-636; Baldwin, 1937 suppl., 13844-57.
  - 10/ Acts 1937; Burns, 1937 suppl., 61-633; Baldwin, 1937 suppl., 13844-54.
  - 11/ Acts 1937; Burns, 1937 suppl., 61-636; Baldwin, 1937 suppl., 13844-57.
  - 12/ Acts 1937; Burns, 1937 suppl., 61-635; Baldwin, 1937 suppl., 13844-56.
  - 13/ Acts 1937; Burns, 1937 suppl., 61-633; Baldwin 1937 suppl., 13844-54.





## Board of Finance

(165-166)

## 165. RECORD OF COUNTY BOARD OF FINANCE, 1907--. 1 vol.

Minutes of board, showing date of meeting, names of members present, discussions, hearings, and decisions in matters of selection of depositories for county funds and of bond issues.

Arr. chron. Hdw. 430 pp. 16 x 12 x 3. Aud. front off.

## 166. PROPOSALS AND BONDS OF PUBLIC DEPOSITORIES, 1913--.

6 file boxes.

Proposals by banks to become public depositories, and bonds given, showing date of proposal; names of bank, officials, and sureties; amount of bond; rate of interest; total deposits; and list of assets and liabilities. Arr. chron. 5 x 11 x 14. 5 boxes, 1913-21, rec. rm.; 1 box, 1922--, Aud. front off.



(Next entry 187, page 119)

## XIII. SCHOOL FUND BOARD

The school fund board of DeKalb County, as created by an act of 1855, consists of the auditor and the clerk of the circuit court ex officio and one member appointed by the judge of the circuit court for a two-year term. No more than two members of the board may be adherents of the same political party. 1/

Originally, loans from the school funds of DeKalb County were made by the school commissioner, elected by the voter, in accordance with an act of 1831. The school commissioner was a financial agent of the county to manage the school funds and the lands belonging thereto. 2/ This office was abolished in 1852 and the duties divided between the auditor and treasurer. 3/ The auditor had the sole authority to make loans until 1935. 4/

The school fund board makes all loans from the common school and the congressional township school funds to owners of real estate, such loans to be secured by mortgage. The board must satisfy itself, after approval of the title by the county attorney, as to the value of real estate offered in the mortgages, the validity of the title, and whether it is encumbered. 5/ Loans may also be made to the county upon proper authorization by the county council, in certain cases, for a period not exceeding five years. 6/

The record is located in the office of the superintendent of schools, in the courthouse.

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1/ Acts 1865, 1935; Burns, 1937 suppl., 28-209; Baldwin, 1935 suppl., 5558.

2/ Rev. Laws 1831, ch. 86, sec. 6.



## School Fund Board

(167)

- 3/ 1 Rev. Stat. 1852, ch. 98, sec. 133.
- 4/ 1 Rev. Stat. 1852, ch. 98, sec. 34. Acts 1865, ch. 1.  
sec. 75.
- 5/ Acts 1865, 1935; Burns, 1937 suppl., 28-209; Baldwin,  
1935 suppl., 6559.
- 6/ Acts 1901; Burns 28-201; Baldwin 6563, 6569.

167. /APPROVAL OF SCHOOL FUND LOANS/, 1935--. In Abstract  
of Title and Mortgages on School Fund Loans, entry  
285.

Approvals of school fund loans on reverse side of mortgages, by  
members of school fund board, showing date of approval, amount of  
loan, and signatures of members of school fund board.



(Next entry 133, page 122)

## XIV. TREASURER

The treasurer is a constitutional officer elected for a two-year term. No person is eligible to the office of treasurer for more than four years in any six-year period. 1/ He is required to execute his official bond in the penalty of not less than the amount of money which may come into his hands at any time during his term. 2/

Prior to the Constitution of 1851, the office of treasurer was established at the organization of DeKalb County. The treasurer was appointed by the board of commissioners, under an act of 1824. 3/ The treasurer became an elective officer by an act of 1841. 4/

The treasurer receives all moneys coming to DeKalb County and disburses the same on the proper orders issued and attested by the auditor. 5/ He collects all taxes for state, county, school, road, or other purposes, due the county on the tax duplicate, 6/ delivered to him by the auditor, 7/ including city taxes. 8/ He sells by public auction real estate 9/ and personal property 10/ for delinquent taxes. He also collects taxes from corporations in the county, 11/ and the excise tax on shares of stock and deposits of banks 12/ and loan associations; 13/ and sells intangible tax stamps for the state board of tax commissioners. 14/

The treasurer makes quarterly reports to the board of commissioners, showing the true amount of money in the county treasury; 15/ a monthly report to the auditor, showing the total





Treasurer

(Next entry 160, page 122)

amount of cash payments received during the month and the respective accounts credited, 18/ semiannual settlements for taxes with the county auditor in May and December 17/ and in accordance therewith pays to the state treasurer in June and December all money due for state purposes; 19/ and makes such other payments to the state treasurer as authorized during the year. 19/ He makes to the auditor, quarterly and at the expiration of his term of office, a sworn report showing specifically the amount of fees collected, 20/ and deposits quarterly with the auditor all orders redeemed. 21/ The treasurer is ex officio a member of DeKalb County Board of Review. 22/

The treasurer keeps separate cash books--for taxes and special assessments and for payments for all other purposes. 23/ He is required to keep his books by separate accounts for separate funds or specific appropriations as well as by one general account. 24/

All the records are located in the courthouse.

1/ Const., art. 3, sec. 2.

2/ 1 Rev. Stat. 1852, Acts 1865, 1919; Burns 40-3101; Baldwin 5548.

3/ Rev. Laws 1884, ch. 23, sec. 1.

4/ Acts 1841, ch. 4, sec. 1.

5/ 1 Rev. Stat. 1852; Burns 40-3103, 40-3111; Baldwin 5550, 5558.

6/ Acts 1919; Burns 64-1502; Baldwin 15748.

7/ Acts 1919; Burns 64-1408; Baldwin 15745.

8/ Acts 1933; Burns 49-1219; Baldwin 11400.

9/ Acts 1919; Burns 64-1516; Baldwin 15770.

10/ Acts 1919; Burns 64-1705; Baldwin 15702.

11/ Acts 1919; Burns 64-1801; Baldwin 15703.

12/ Acts 1933; Burns 64-304; Baldwin 15585.

13/ Acts 1933; Burns 64-327; Baldwin 15608.



## Treasurer--Tax Collections

(136-170)

- 14/ Acts 1853; Burns 64-927; Baldwin 15025.  
 15/ Acts 1895; 1913; Burns 49-1408; Baldwin 7578.  
 16/ Acts 1919; Burns 64-2101; Baldwin 15802.  
 17/ Acts 1919; Burns 64-2501; Baldwin 15850.  
 18/ Acts 1913; Burns 64-2503, 64-2504; Baldwin 15352,  
 15853.  
 19/ Acts 1859, 1861; Burns 49-1613; Baldwin 15059. Acts  
 1937; Burns, 1937 suppl., 61-626; Baldwin, 1937 suppl., 15944-47.  
 20/ Acts 1895, 1903, 1913; Burns 49-1402; Baldwin 7577.  
 21/ 1 Rev. Stat. 1832; Burns 49-3114; Baldwin 5516.  
 22/ Acts 1919, 1920 (Spec. Sess.); Burns 64-1201; Baldwin 15700.  
 23/ Acts 1919; Burns 64-2401; Baldwin 15802.  
 24/ 1 Rev. Stat. 1852; Burns 49-3109; Baldwin 5554.

## Tax Collections

Real and Personal Property

168. TAX DUPLICATE AND DELINQUENT LIST, 1842--. 297 vols.

1897-1910, missing.

Record of all taxable property, showing duplicate number; name of taxpayer; descriptions, locations, and values of real and personal property and improvements; kind of tax; total tax; and amount delinquent. Arr. alph. by names of taxpayers. Md.

300 pp. 16 x 24 x 3. 259 vols., 1842-1934, tr.-aud., rec. rm.; 23 vols., tr. off.

169. OMITTED TAX DUPLICATE, 1909-19. 1 vol.

Record of omitted taxes, showing duplicate number; tax payer's name; location, description, and value of all omitted assessable property; total amount omitted; and date of payment. Arr. chron.

Md. 400 pp. 16 x 23 x 1 1/2. Tr.-aud., rec. rm., 2nd. floor.

170. REGISTER OF TAXES COLLECTED, 1923--. 13 vols.

Record of taxes collected, showing duplicate number; name of tax payer; amount collected; whether current, delinquent, or



## Treasurer--Tax collections

(171-173)

340 pp. 16 x 15 x 5. 12 vols., 1925-36, tr.-aud. rec. rm.;  
1 vol., 1937, tr. off.

For prior records, see entry 174.

171. TREASURER'S CASH BOOK FOR RECEIPT OF TAXES, 1925-1924.

20 vols. (2-10, and 11 vols. not numbered).

Record of taxes collected, showing date and amount collected,  
receipt number; delinquent amount, penalties, and total amount.  
Arr. chron. 400 pp. 17 x 20 x 3 $\frac{1}{2}$ . Tr.-aud., rec. rm.

For subsequent records, see entry 173.

172. TAX STATEMENTS, 1918--. 1015 vols., 7 file boxes,  
23 cartons.

Copies of paid tax receipts, showing taxing unit; receipt and  
duplicate numbers; date; name of taxpayer; description, location,  
and unincumbered value of real and personal property and  
improvements; total tax paid; and signature of treasurer.

Arr. chron. Hdw. Cartons, 6 $\frac{1}{2}$  x 9 x 16; vols., 350 pp.

6 $\frac{1}{2}$  x 10 $\frac{1}{2}$  x 1; file boxes, 3 x 5 x 18. 1015 vols., 1918-28,  
rec. rm., 2nd. floor; 13 cartons, 1929-34, tr.-aud. rec. rm.;  
10 cartons, 7 file boxes, 1935--, tr. off.

Delinquent

173. MORATORIUM TAX DUPLICATE, 1933--. 1 vol.

Record of delinquent tax payments under moratorium plan,  
showing names of taxing unit and taxpayer, description and  
location of property, date and amount of semi annual payment,  
and interest. Indexed alph. by taxing units, and thereunder by  
names of taxpayers. Hdw. 100 pp. 16 x 17 x 1. Tr. off.



## Treasurer -- Tax Collections

(174-177)

## 174. INSOLVENT TAX RECORD, 1830--. 1 vol.

Record of non-collectable taxes, showing date; names of taxing unit and taxpayer; duplicate number; amounts of real and personal property, improvements, and polls; reason for non-collection; and total taxes due. Arr. alph. by taxing units, and thereunder by names of taxpayers. Edw. 300 pp. 16 x 12 x 1<sup>1</sup>. Tr. off.

## 175. DELINQUENT RECORD, 1841-72. 11 vols.

Record of delinquent taxes, showing date; tax duplicate number; name of taxpayer; description, location, and value of property and improvements; and amount of taxes due. Arr. alph. by taxing units, and ~~numerically~~ thereunder by tax duplicate numbers. Edw. 713 pp. 16 x 16 x 3. Tr.-aud. rec. m.

For later records, see entry 171.

## 176. REGISTER OF DELINQUENT TAX RECEIPTS, 1856-95. 2 vols.

Record of delinquent tax amounts paid, showing date; receipt number; names of taxing unit and taxpayer; description, location, and valuation of real and personal property and improvements; poll tax; and total amount due. Arr. chron. Edw. 350 pp. 16 x 11 x 2. Tr.-aud. rec. m.

For later records, see entry 174.

177. DELINQUENT TAXES COLLECTED (By Tax Collectors),  
1868-90. 6 vols. 1875-83, missing. Discontinued  
after 1890.

Record of delinquent taxes collected by tax collectors, showing date; number of tax duplicate; description, location, and





## Treasurer--Tax Collections

(172-131)

valuation of real and personal property and improvements;  
amounts of tax, interest, penalties, and collection; and  
balance. Arr. chron. Hdw. 325 pp. 18 x 16 x 2 $\frac{1}{2}$ . Tr.-aud.  
rec. rm.

178. PAID DELINQUENT TAX RECEIPTS, 1931--. 3 file boxes.  
Receipts for delinquent taxes paid, showing date, receipt and  
tax duplicate numbers, name and address of taxpayer, amounts of  
taxes and penalties, and total paid. Arr. chron. 5 $\frac{1}{2}$  x 12 x 14.  
Tr. off.

179. PAID DELINQUENT TAX RECEIPTS, 1915--. 39 vols.  
Stub record of delinquent taxes paid, showing receipt and  
duplicate numbers, name and address of taxpayer, and total  
amounts delinquent and paid. Arr. chron. Hdw. 400 pp.  
8 x 14 x  $\frac{1}{2}$ . Tr.-aud. rec. rm.

Inheritance

180. INHERITANCE TAX ORDERS, 1915--. 8 file boxes.  
Assessors' reports of valuations for inheritance tax purposes,  
showing date, names of decedant, executor, and heirs; appraised  
value of real and personal property in estate; amounts of  
debts and claims; net value of estate; and amount of tax.  
Arr. chron. 5 x 11 x 14. 5 file boxes, 1915-24, tr.-aud. rec.  
rm.; 3 file boxes, 1934--, tr. off.

181. APPRAISER'S NOTICES, 1935--. 1 file drawer.  
Circuit Court orders for appraisement of property for inheritance  
tax, showing dates of notices and filing, name of estate,



## Treasurer--Tax Collections

(182-184)

cause number, and signature of assessor. Arr. chron. 14 x 5 x 14.  
Tr. off.

## 182. INTANGIBLE TAX RECEIPTS, 1933--. 2 vols.

Carbon copies of receipts given to banks for payment of intangible taxes, showing date, receipt number, names of bank and account, monthly tax report, and total amount received. Arr. chron. Hdw. 300 pp. 8 x 14 x 1. 1 vol., 1933-34, tr.-aud. rec. rm.; 1 vol., 1934--, tr. off.

## 183. RECORD OF RECEIPTS AND SALE OF INTANGIBLE TAX STAMPS, 1935--. 1 file box.

Report of intangible tax stamps received and sold, showing denomination of stamp, amount of each on hand at beginning and end of sale, denomination and amount of each received or sold, and amount of sale. Arr. chron. 5 x 11 x 14. Tr. off.

Public Improvements

## 184. DITCH DELINQUENT AND DELINQUENT LIST, 1877-1910.

3 vols.

Record of ditch tax installments, amounts paid, delinquent, and to be paid, showing date, tax duplicate number, names of ditch and taxpayer, description and location of land benefited, amounts of tax payments, installments, and delinquency; and total amount of assessments. Arr. by taxing units, and thereunder by duplicate numbers. Hdw. 200 pp. 17 x 20 x 2. Tr.-aud. rec. rm.

For subsequent records, see entry 187.



185. DITCH BOND DUPLICATE, 1910--. 5 vols. (2-4, and 2 vols. not numbered).

Record of ditch bond issues and assessments, showing duplicate number; date of payment and due date of bond; names of ditch and taxpayer; description and location of land benefited; and amounts of assessment, cash payment, installment, delinquency, interest, and total. Indexed alph. by names of taxpayers. Hdw. 250 pp. 16 x 24 x 2. Tr. off.

For prior records, see entry 186.

186. DITCH TAX RECEIPTS, 1915--. 14 vols.

Record of ditch tax receipts, showing numbers of receipt and tax duplicate; dates of tax duplicate and payment; amount paid or delinquent; names of ditch, taxpayer, and treasurer; and description and location of property benefited. Arr. chron. Hdw. 500 pp. 8 x 12 x 2. Tr.-aud. rec. rm.

187. PAID DITCH TAX RECEIPTS, 1928--. 3 file boxes.

Receipts for ditch taxes paid, showing numbers of receipt and tax duplicate, dates of tax duplicate and payment, amount of payment, total amount paid, and names of taxpayer and ditch. Arr. by ditch numbers, and thereunder alph. by names of taxpayers. 5 x 11 x 14. Tr.-aud. rec. rm.

188. RECORD OF RECEIPTS AND DISBURSEMENTS OF MACADAM AND GRAVEL ROADS, 1905--. 4 vols. (5-6, and 2 vols., not numbered).

Record of receipts and disbursements of macadam and gravel road funds, showing date and amount of receipts and disbursements,



## Treasurer--Tax Collections

(188)cont.

names of payee and fund, warrant number, and balance of each fund. Arranged alph. by names of roads, and thereunder chronologically. Hdw. 600 pp. 16 x 13 x 2. Tr.-aud. rec. rm.





## Treasurer--Receipts and Disbursements

(189-192)

189. PAID ROAD TAX RECEIPTS, 1913. 2 file boxes.

Original credit receipts to taxpayers who performed road labor to pay their taxes, showing date; road district number; names of township, road, and taxpayer; and amount and kind of taxes delinquent and credited. Arr. chron. 5 x 11 x 14.

Tr.-aud. rec. rm.

## Receipts and Disbursements

190. TREASURER'S DAILY BALANCE RECORD, 1908--. 29 vols.

(1-9, and 20 vols. not numbered).

Record of daily cash balances, showing name of depository; daily amounts brought forward, withdrawn, and on hand at close of day; and receipt and warrant numbers. Arr. chron. Hdw. 350 pp. 16 x 12 x 3. 27 vols., 1908-35, tr.-aud. rec. rm.; 2 vols., 1936--, tr. off.

191. TREASURER'S MONTHLY BALANCE RECORD, 1911--. 3 vols.

Record of monthly balances, showing date; name of fund; amounts of receipts, disbursements, and balance of each fund at close of period; and balance brought forward. Arr. chron. Hdw. 238 pp. 18 x 17 x 1. 2 vols., 1911-July 11, 1928, tr.-aud. rec. rm.; 1 vol., July 11, 1928--, tr. off.

192. TREASURER'S FINANCIAL STATEMENT, 1931--. 3 file boxes.

Monthly statements of receipts and disbursements, showing date, name and amount of fund, total receipts and disbursements, and balance. Arr. chron. 5 x 11 x 14. Tr. off.



## 193. LEDGER OF RECEIPTS AND DISBURSEMENTS, 1929--.

3 vols.

Record of receipts and disbursements, showing date, amount brought forward, receipt and warrant numbers, amounts received and disbursed from each fund, names of payer and payee, and total balance. Arr. chron. Hdw. 300 pp. 17 x 23 x 2 $\frac{1}{2}$ .  
2 vols., 1929-30, tr.-aud. rec. rm.; 1 vol., 1931--, tr. off.

For prior records, see entry 196.

## 194. LEDGER OF APPROPRIATIONS, RECEIPTS, AND DISBURSEMENTS, 1925-28. 1 vol.

Record of appropriations, receipts, and disbursements paid and received, showing date, amount, purpose, and terms of appropriation; warrant and appropriation numbers; names of payer, payee, and fund; source of revenue; and nature of services performed by claimant and vendor. Arr. chron. Hdw. 200 pp. 13 x 21 x 2.  
Tr.-aud. rec. rm.

For subsequent records, see entry 195.

## 195. REGISTER OF RECEIPTS, 1911-25. 3 vols. (3, , and 2 vols. not numbered).

Record of receipts, showing date, amount brought forward, receipt number, amount received for each fund, total receipts from all funds, and source of revenue. Arr. chron. Hdw. 160 pp. 13 x 25 x 2. Tr.-aud. rec. rm.

For subsequent records, see entry 196 and 173.

## 196. MISCELLANEOUS RECEIPTS, 1908--. 12 vols.

Stubs of receipts issued by treasurer, showing date, number, and amount of receipt; names of payer, account, and fund; and



## Treasurer--Receipts and Disbursements

(197-200)

signature of treasurer. Arr. by receipt nos.

Hdw. 250 pp. 14 x 12 x 1 $\frac{1}{2}$ . 10 vols., 1936-34, tr.-aud. rec.

rm.; 2 vols., 1935--, tr. off.

## 197. TREASURER'S CASH BOOK OF MISCELLANEOUS RECEIPTS,

1942-1925. 4 vols.

Record of miscellaneous receipts, showing name of payer; date, purpose, and amount of receipt; and ledger and receipt numbers.

Arr. chron. Hdw. 240 pp. 16 x 12 x 2. Tr.-aud. rec. rm.

For subsequent records, see entry 196.

## 198. TREASURER'S REIMBURSEMENT VOUCHER, 1936--.

1 file box.

Copies of state treasurer's reimbursement vouchers to county for old age assistance, showing date and amount of voucher, amounts received and disbursed, and amount due from the state. Arr. chron. 12 x 5 x 14. Tr. off.

## 199. REIMBURSEMENT VOUCHERS FOR AID TO BLIND, 1936--.

1 file box.

Copies of state treasurer's reimbursement vouchers to the county fund for assistance to the blind, showing date, total amounts received and disbursed, and amount due from the state. Arr. chron. 5 x 12 x 14. Tr. off.

## 200. REGISTER OF DISBURSEMENTS, 1917-25. 3 vols.

(2-3, and 1 vol. not numbered).

Record of disbursements of county funds, showing date, name, amount, and purpose of fund; amounts received and disbursed; balance in each fund; and total amount. Arr. chron.

Hdw. 240 pp. 17 x 28 x 2 $\frac{1}{2}$ . Tr.-aud. rec. rm.



## Treasurer--Receipts and Disbursements

(201-205)

## 201. TREASURER'S REGISTER OF DISBURSEMENTS, 1914.

1 vol.

Record of disbursement of county revenue to various funds, showing tax unit, date, warrant number, total disbursement, amount of bond issue or sinking fund, and amount disbursed to various funds. Arr. chron. Hdw. 470 pp. 16 x 23 x 2 $\frac{1}{2}$ . Tr.-aud. rec. rm.

## 202. RECORD OF APPROPRIATIONS AND DISBURSEMENTS, 1911-14.

1 vol.

Record of appropriations made and disbursements of county revenue, showing dates and amounts of appropriation, disbursement, and warrant; nature and amount of expenditures; funds debited and credited; and number and date of redemption of warrant. Arr. chron. Hdw. 640 pp. 16 x 20 x 2 $\frac{1}{2}$ . Tr.-aud. rec. rm.

## 203. REMITTANCE REGISTER, 1915-30. 18 vols.

Record of remittances, showing date, number, and amount of remittance; names of payee, endorser, and bank; and addresses of payee and bank. Arr. chron. Hdw. 100 pp. 16 x 11 x 3/4. Tr.-aud. rec. rm.

## 204. DEPOSIT SLIPS, 1913--. 99 file boxes.

Duplicates of bank deposit slips, showing date and amount of deposit, and names of depositor and bank. Arr. chron. 8 x 11 x 14. 7 file boxes, 1913-32, tr.-aud. rec. rm.; 2 file boxes, 1932--, tr. off.

## 205. TREASURER'S JOURNAL, 1841-67. 2 vols. (A, B).

Record of county expenditures, showing date, amount brought forward, names of account and payee, and total amount expended. Arr. chron. Hdw. 450 pp. 16 x 11 x 2. Tr.-aud. rec. rm.





## Treasurer--Receipts and Disbursements

(206-209)

## 206. REGISTER OF OLDERS ISSUED, 1842-1913. 5 vols.

Record of orders issued by auditor, showing date and amount of order, name of payee, nature of service, and fund debited or credited. Arr. numerically. Hdw. 400 pp. 18 x 24 x 3.  
Tr.-aud. rec. rm.

## 207. REGISTER OF WARRANTS REDEEMED, 1911--. 7 vols.

Title varies: Register of Warrants by Depositories.

Record of warrants redeemed by depositories, showing date, warrant and appropriation numbers, names of payee, depository, fund, and account; ledger page number; and source of revenue. Arr. chron. Hdw. 325 pp. 18 x 16 x 3. 5 vols., 1911-32, tr.-aud. rec. rm.; 2 vols., 1932--, tr. off.

## 208. REGISTER OF ORDERS REDEEMED, 1862-76. 1 vol.

Record of orders redeemed by treasurer, showing order number, to whom issued, nature of claim, amounts of order and interest, and dates presented and redeemed. Arr. chron. Hdw. 300 pp. 16 x 12 x 1 $\frac{1}{2}$ . Tr.-aud. rec. rm.

## 209. REDEEMED WARRANTS, 1913--. 44 file boxes, 16 cartons.

Warrants redeemed by treasurer, showing date; name of payee; number, amount, and purpose of warrant; and signature of auditor. Arr. by warrant numbers. File boxes, 5 x 11 x 14; cartons, 9 x 5 x 16. 40 file boxes, 16 cartons, 1931-34, tr.-aud. rec. rm; 4 file boxes, 1935--, tr. off.



Treasurer --School Fund

(210-212)

## 210. QUIETUS, 1928--. 4 file boxes.

Treasurer's copies of auditor's quietus for all county receipts other than property taxes, showing date and amount of quietus, names of payer and account, and signature of auditor. Arr. chron. 5 x 11 x 14. Tr.-aud. rec. rm.

## School Fund

## 211. APPLICATIONS TO PAY, 1914--. 15 file boxes.

Applications to pay school fund loans, showing date, name of applicant, amount of loan, on what account, and signature of auditor. Arr. chron. 5 x 11 x 14. 11 file boxes, 1914-32, aud.-tr. rec. rm.; 2 file boxes, 1932--, tr. off.

## 212. REGISTER OF RECEIPTS OF CONGRESSIONAL AND COMMON SCHOOL FUNDS, 1839-56. 1 vol.

Record of receipts in the congressional and common school funds, showing date, amount, and number of receipt; names of payer and fund credited or charged; and kind of payment. Arr. chron. 1-dw. 200 pp. 12 x 8 x 1. Tr.-aud. rec. rm.



(Next entry 213, page 137)

#### XV. AUDITOR

The auditor is a constitutional officer, elected for a four-year term. No person is eligible to the office of auditor for more than eight years in any twelve-year period. 1/ He is required to post bond in the amount of ten thousand dollars approved by and filed with the county commissioners. 2/

Prior to the Constitution of 1851, this office was established by the legislature in 1841. 3/

The auditor is the financial agent of the county and the routine administration of county affairs centers in his office, through which all financial transactions are conducted.

The principal functions of the auditor are fourfold: As a county "controller", he keeps the accounts of the county and issues warrants for all claims allowed by the commissioners, by court order, 4/ or otherwise as statutes provide. 5/ Ex officio he is clerk to the board of commissioners, 6/ the county council, 7/ and the board of tax adjustment, 8/ and secretary of the board of finance. 9/ He is also a member and the secretary of the board of review, 10/ and a member of the school fund board. 11/ As a tax officer, he prepares the official tax duplicates, 12/ certifies to the treasurer the amount of taxes due from banks; 13/ and, if the board of tax adjustment fails to complete its duties on time or to reduce the rate to the legal maximum, fixes the tax rate within any municipal corporation in the county. 14/ As budget officer he compiles estimates made to him by each county agency;



Auditor

(Next entry 213, page 137)

keeps them on file for one month, subject to inspection by any taxpayer; and submits them with his recommendations to the county council at its annual meeting. 15/

Other duties are: Managing the common school and the congressional township school funds, with the exception of making loans; 16/ preparing the ditch duplicate, covering assessments for construction or repair of ditches and drains; 17/ issuing licenses to peddlers, shows, and theaters, 18/ and permits for public warehouses; 19/ acknowledging deeds and mortgages executed for the security of trust fund loans; 20/ and approving bonds of township trustees. 21/

The auditor keeps a record of all the financial transactions of his office in cashbooks, 22/ warrant books, 23/ and fee books, 24/ and in such separate books as prescribed by statute. He is required to keep separate accounts for each specific time of appropriation by the county council 25/ and an accurate account current, with the treasurer, of county funds. 26/ He also keeps a transfer book, arranged by townships, cities, and towns, of all land conveyances in the county. 27/ He keeps the records of all the boards of which he is clerk or secretary and must preserve the documents, books, papers, and maps deposited in his office. 28/

All the records are located in the courthouse.

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1/ Const., art. 6, sec. 2.

2/ Acts 1889; Burns 49-3003; Baldwin 5417.

3/ Acts 1841, ch. 2, sec. 1.

4/ Acts 1897; Burns 26-309; Baldwin 5257.

5/ 1 Rev. Stat. 1852; Burns 49-3005; Baldwin 5419.





## Auditor -- Auditor Reports

(213)

- 6/ 1 Rev. Stat. 1852; Burns 49-3004; Baldwin 5418.
- 7/ Acts 1899; Burns 26-509; Baldwin 5373.
- 8/ Acts 1937; Burns, 1937 suppl., 64-310; Baldwin, 1937  
suppl., 15897-4.
- 9/ Acts 1937; Burns, 1937 suppl., 61-629; Baldwin, 1937  
suppl., 13844-50.
- 10/ Acts 1919, 1920 (Spc. Sess.); Burns 64-1201; Baldwin  
15700.
- 11/ Acts 1865, 1935; Burns, 1937 suppl., 28-209; Baldwin,  
1935 suppl., 6558.
- 12/ Acts 1919; Burns 64-1403; Baldwin 15740.
- 13/ Acts 1933; Burns 64-810; Baldwin 15591.
- 14/ Acts 1937; Burns, 1937 suppl., 64-314; Baldwin, 1937  
suppl., 15897-3.
- 15/ Acts 1899; Burns 26-520; Baldwin 5384.
- 16/ Acts 1865; Burns 28-105; Baldwin 6511. Acts 1865, 1935;  
Burns, 1937 suppl., 28-209; Baldwin, 1935 suppl., 6558.
- 17/ Acts 1933; Burns 27-134; Baldwin 5770.
- 18/ 1 Rev. Stat. 1852; Burns 42-204; Baldwin 10447.
- 19/ Acts 1875, 1879 (Spc. Sess.); Burns 67-201; Baldwin  
16206.
- 20/ 1 Rev. Stat. 1852; Burns 49-3011; Baldwin 5425.
- 21/ Acts 1915; Burns 65-103; Baldwin 16061.
- 22/ Acts 1895; Burns 49-1401; Baldwin 7576.
- 23/ 1 R. v. Stat. 1852; Burns 49-3005; Baldwin 5419.
- 24/ Acts 1895; Burns 49-1306; Baldwin 7559.
- 25/ Acts 1899; Burns 26-523; Baldwin 5387.
- 26/ 1 Rev. Stat. 1852; Burns 49-3010; Baldwin 5423.
- 27/ Acts 1919; Burns 64-1409; Baldwin 15746.
- 28/ 1 Rev. Stat. 1852; Burns 49-3004; Baldwin 5418.

## Auditor Reports

213. REPORT TO STATE BOARD OF ACCOUNTS BY EXAMINER, IN

DEPARTMENT OF SUPERVISION OF PUBLIC OFFICES, 1900--.

1 file box.

Reports of examiners<sup>attested</sup> of state board of accounts of county public  
officials' books, showing date examined; names of official, and  
office, county, township, or city; and financial condition of  
books. Arr. chron. 11 x 5 x 14. Aud. off.



## Auditor--Auditor Reports

(214-218)

## 214. AUDITOR'S CERTIFICATE OF DISTRIBUTION, 1917--. 7 vols.

Record of distribution of county revenue to township schools and township offices, showing date paid, name of officer, amount distributed, source of revenue, and total of distribution. Arr. chron. Hdw. 250 pp. 12 x 18 x 1 $\frac{1}{2}$ . 4 vols., 1917-28, Tr-Aud. rec. rm.; 3 vols., 1928--, Aud. off.

## 215. AUDITOR'S SETTLEMENT SHEET, 1900--. 2 bins.

Semiannual settlement sheets to treasurer by auditor, showing receipts and disbursements of taxes, total receipts and disbursements, amount of each, and balance. Arr. chron. 12 x 14 x 18. 1 bin, 1900-1917, Tr-Aud. rec. rm.; 1 bin, 1918--, Aud. off.

$\frac{1}{2}$  216. TAX BUDGETS AND CERTIFICATES OF TAX LEVIES, 1900--. 2 file boxes.

Tax budgets and certificates of tax levies of school, town, city, and township trustees, showing amount of budget, tax, rate of levy, and purpose. Arr. chron. 5 x 11 x 14. 1 box, 1900-1920, Tr-Aud. rec. rm.; 1 box, 1920--, Aud. off.

## 217. COUNTY OFFICERS' REPORTS OF FEES COLLECTED, 1927--.

1 box.

Quarterly reports to auditor of fees collected by various officers of county, showing date, names of office, and payer, amount, purpose, and total collections. Arr. chron. Aud. off.

## 218. REPORT OF FINES BY JUSTICE OF THE PEACE, 1908--.

2 file boxes.

Reports of fines collected by justices of the peace, showing date; names of justice, plaintiff, and defendant; amount of each fine; and total collected. Arr. chron. 5 x 11 x 14. Aud. off.



## Auditor--Auditor Reports

(219-222)

## 219. TRUSTEE'S ANNUAL REPORT TO ADVISORY BOARD, 1912--.

268 vols.

Annual reports of township trustees to advisory board and auditor, showing date, receipt or warrant number, amounts of receipts and disbursements, name of payer or payee, purpose, and balance.

Arr. chron. Hdw. 75 pp. 11 x 5 x  $\frac{1}{2}$ . Tr-Aud. rec. rm.

## 220. RECORD OF TRUSTEE'S SETTLEMENTS, 1866-1911. 2 vols.

Record of cash received and disbursed by trustees, showing date; amount received; names of townships, payer, and payee; source of revenue; purpose of disbursement; total received and disbursed; and balance. Arr. chron. Hdw. 200 pp. 12 x 15 x  $1\frac{1}{2}$ . 1 vol., 1866-1901, Tr-Aud. rec. rm.; 1 vol., 1902-11, Aud. off.

For subsequent records, see entry 221.

## 221. TRUSTEES' DOG FUND REPORT, 1900--. 4 file boxes.

Record of receipts, expenditures, and orders issued by township trustees, showing amount brought forward from last report, date and amount received; names of payee and fund credited and debited; amount due treasurer; date and amount disbursed, and purpose. Arr. chron. 11 x 5 x 14. 3 boxes, 1900-1925, Tr-Aud. rec. rm.; 1 box, 1925-- , Aud. off.

## 222. RECORD OF DOG TAXES, 1926-27. 1 vol.

Record of delinquent dog taxes, showing name and address of owner; color, breed, and sex of dog; amount due; date certified to prosecutor; and payments received. Indexed alph. by names of twps. Hdw. 200 pp. 10 x 14 x  $1\frac{1}{2}$ . Aud. pvt. off.





## 223. TOWNSHIP TRUSTEE'S PAID VOUCHERS, 1912--. 15 file boxes.

Vouchers issued and paid by township trustees, showing dates of payment, purpose, to whom issued, amount, and voucher number.

Arr. numerically. 14 x 11 x 5. Tr-Aud. rec. rm.

## 224. REGISTER OF TOWNSHIP WARRANTS, AUDITS, 1879-99. 1 vol.

Record of township warrants audited by commissioners, showing date; number, purpose, and amount of warrant; date examined by auditor; and names of trustee, payee, township, and fund debited. Arr. chron.

Hdw. 300 pp. 16 x 12 x 2. Tr-Aud. rec. rm.

## 225. REPORT OF POOR RELIEF, 1912-35. 15 file boxes.

Quarterly reports of poor relief from township trustee to auditor, showing name of recipient; dates of report and issuance; kind, amount and nature of aid; and total. Arr. chron. 14 x 11 x 5.

Tr-Aud. rec. rm.

226. MONTHLY UNEMPLOYMENT RELIEF REPORT TO THE AUDITOR BY  
TOWNSHIP TRUSTEE, 1933-34. 1 box.

Reports of township trustees on unemployment relief, showing number of families, single persons, and transients; amount paid; nature and kind of relief; and monthly total. Arr. chron.

14 x 11 x 5. Aud. off.

## 227. REPORTS OF SCHOOL CORPORATIONS, 1912-15. 10 file boxes.

Trustees' fiscal reports of school corporations to auditor, showing date, amount, and source received; expenditure date; voucher number; names of payee; and total expense and balance. Arr. chron. 14 x

11 x 5. Tr-Aud. rec. rm.





## Auditor--Auditor Reports

(228-231)

## 228. REPORT OF RECEIPTS AND SALE OF INTANGIBLE TAX STAMPS,

1932--. 1 box.

Treasurer's reports of receipt and sale of stamps, showing date and number of report, denomination, number and kind on hand and received from state, value of each sold, and total sales. Arr. chron. 14 x 11 x 5. Aud. off.

## 229. REGISTER OF CERTIFICATES OF DEPOSIT, 1883-1903.

2 vols. (B-C).

Auditor's record of certificates of deposit, showing date deposited, number, names of payee and depositor, amount and rate of interest, and date of payment. Arr. numerically. Hdw. 200 pp. 17 x 15 x  $1\frac{1}{2}$ . Tr-Aud. rec. rm.

## 230. CIRCUIT COURT CLAIMS, 1912--. 6 file boxes.

Allowance of claims for fees, and judgment costs, showing amount and nature of claim, name of claimant, and dates of allowance and payment. Arr. chron. 14 x 11 x 5. 3 boxes, 1912-26, rec. rm.; 3 boxes, 1926--, Aud. pvt. off.

## 231. AUDITOR'S VENUE RECORD, 1897-1905. 1 vol.

Record of receipts and disbursements in change of venue causes, showing date and amount received or disbursed; case number; cause and receipt or order numbers; names of foreign county, plaintiff, defendant, payer or payee, and county; and purpose. Arr. chron. Hdw, 150 pp. 16 x 12 x  $\frac{1}{2}$ . Tr-Aud. rec. rm.



## Receipts and Disbursements

## 232. AUDITOR'S MONTHLY BALANCE RECORD, 1911--. 1 vol.

Record of balances in county funds, showing date; names of fund, appropriation, account, payee, and payor; source of revenue; nature of services; and balance at beginning and end of each month.

Arr. chron. Hdw. 125 pp. 18 x 16 x 1 $\frac{1}{2}$ . Aud. pvt. off.

## 233. MONTHLY STATEMENT OF DAILY BALANCES AND INTEREST IN COUNTY DEPOSITORIES, 1913--. 7 file boxes.

Monthly record of daily balances, and interest in depositories, showing name of bank, balance on first and last days of month, amount of interest paid and due, and signature of cashier. Arr. chron. 14 x 11 x 5. 4 boxes, 1913-25, Tr-Aud. rec. rm.; 1 box, 1925-34, Aud. pvt. off.; 2 boxes, 1934--., Aud. off.

## 234. AUDITOR FEE AND CASH BOOK, 1916--. 3 vols. (4-6).

Vols. 1, 2, 3, prior to 1916, missing.

Record of fees and cash collected, showing date, name of payer, source and amount of various fees, and total amount collected.

Arr. chron. Hdw. 200 pp. 18 x 13 x 1 $\frac{1}{2}$ . Aud. off.

## 235. AUDITOR'S RECORD OF RECEIPTS, 1911-25. 3 vols.

Record of receipts and disbursements, showing date of report; names of payer, payee, fund, and appropriation; source of revenue; nature of service; amount distributed to tax unit; and total. Arr. by twps., and thereunder chron. Hdw. 200 pp. 18 x 26 x 1 $\frac{1}{2}$ . Aud. pvt. off.

For subsequent records, see entry 242.



## Auditor--Receipts and Disbursements

(236-239)

## 236. AUDITOR'S REGISTER OF RECEIPTS, MISCELLANEOUS, 1911-25.

Record of receipts, showing date and amount paid, quietus receipt number, names of payer, and fund credited, source of revenue, and purpose of payment. Arr. chron. Hdw. 240 pp. 16 x 12 x 2.  
Aud. pvt. off.

For subsequent records, see entry 242.

## 237. AUDITOR'S REGISTER OF RETURNS FILED BY BUILDING AND

LOAN ASSOCIATIONS AND RECORD OF PAYMENTS, 1920--. 1

vol.

Record of taxes paid to treasurer by building and loan associations, showing receipt number, value of taxable property, amount of taxes, date of payment, treasurer's receipt, and total amount. Arr. chron.  
Hdw. 100 pp. 18 x 14 x 1. Aud. off.

## 238. REGISTER OF RETURNS FILED BY BANKS AND RECORD OF

PAYMENT, 1933--. 1 vol.

Record of taxes paid by banks to treasurer, showing name of bank, value of taxables, dates filed and paid, amount, treasurer's receipt number, and total. Arr. chron. Hdw. 150 pp. 18 x 14 x 1.  
Aud. off.

## 239. REGISTER OF RECEIPTS AND DISBURSEMENTS, 1879-1911. 6

vols. (4-6, and 3 vols. not numbered).

Record of receipts and disbursements, showing date and amount received or disbursed, names of payer or payee, and fund, amount, purpose, receipt or warrant number, and balance. Arr. chron.  
Hdw. 300 pp. 21 x 22 x 2. Tr-Aud. rec. rm.



240. AUDITOR'S LEDGER OF RECEIPTS, APPROPRIATIONS, AND  
DISBURSEMENTS, 1926--. 11 vols.

Record of appropriations and disbursements for various county expenses, showing date received, amount, warrant number, source, fund, total for each month, and balance. Arr. chron. Hdw. 250 pp. 17 x 15 x 1 $\frac{1}{2}$ . 10 vols., 1926-37, Tr-Aud. rec. rm.; 1 vol., 1937--, Aud. off.

241. RECORD OF APPROPRIATIONS AND DISBURSEMENTS, 1900-1925.  
6 vols. Title varies: Record of Appropriations and  
Ledger of Accounts.

Record of appropriations and disbursements, showing date, number and amount of appropriation, number and amount of order, names of recipient and fund debited or credited, purpose of disbursement, total amount of orders issued, and balance. Arr. chron., and thereunder alph. by names of accounts. Hdw. 430 pp. 18 x 13 x 2. 2 vols., 1900-July 31, 1911, Tr-Aud. rec. rm.; 4 vols., July 31, 1911-25, Aud. off.

For subsequent records, see entry 242.

242. AUDITOR'S REGISTER OF ROAD RECEIPTS, 1872-74. 1 vol.  
Record of road tax receipts issued to land owners, showing date, names of payer and township, amount of receipt, and total amount for each township and county. Arr. alph. by names of twns. Hdw. 300 pp. 16 x 12 x 1  $\frac{3}{4}$ . Tr-Aud. rec. rm.

243. AUDITOR'S LEDGER OF DRAINS AND HIGHWAYS, 1920--. 1 vol.  
Record of receipts and disbursements to various drains and highways, showing names of drain, highway, payer, and payee; warrant and receipt numbers; and amount. Hdw. Indexed alph. by names of drains







## 244. AUDITOR'S JOURNAL, 1842-79. 2 vols.

Record of receipts and disbursements, showing date, amount received or disbursed, names of payer and payee, purpose, receipt or voucher number, and total. Arr. chron. Hdw. 500 pp. 16 x 11 $\frac{1}{2}$  x 2. Rec. rm.

For subsequent records, see entry 241.

## 245. AUDITOR'S LEDGER, 1842-79. 4 vols.

Record of receipts and disbursements, showing date, amount received or disbursed, purpose, names of payer and payee, receipt or voucher number, and total. Indexed alph. by names of accounts. Hdw. 350 pp. 16 x 11 $\frac{1}{2}$  x 2 $\frac{1}{2}$ . Tr-Aud. rec. rm.

For subsequent records, see entry 241.

## 246. COUNTY AUDITOR'S LEDGER OF TOWNSHIP POOR RELIEF, 1935--.

1 vol.

Record of receipts and disbursements to various townships for poor relief, showing date, name of township, amount received or disbursed, record number, and balance or overdraft. Arr. chron. Hdw. 150 pp. 9 $\frac{1}{2}$  x 11 $\frac{1}{2}$  x 1. Aud. off.

## 247. COUNTY AUDITOR'S REGISTER OF POOR RELIEF CLAIMS, 1935--.

1 vol.

Record of paid poor relief claims, showing dates filed and paid, claim and warrant numbers, name of claimant, type of relief, amounts of claim and warrant, amount paid by Federal fund, and amount certified by auditor for payment. Hdw. Arr. chron. 100 pp. 18 x 11 $\frac{1}{2}$  x 1. Aud. off.



## Auditor--Receipts and Disbursements

(248-251)

## 248. POOR RELIEF CLAIMS, 1912-35. 22 file boxes.

Record of relief claims for aid given by township trustees, showing date, nature, amount, and kind of relief; order number; names of vendor and recipient; date of payment; and signature of trustee.

Arr. chron. 14 x 11 x 5. Rec. rm.

## 249. RECORD OF POOR ACCOUNTS, 1898-1935. 1 vol.

Record of payments by county for poor relief to townships, showing date, order, and warrant number, amount, name of township, total amount paid, and balance or overdraft. Arr. chron. Hdw.

600 pp. 16 x 12 x 2. Aud. off.

## 250. REGISTER OF WARRANTS ISSUED, 1911--. 7 vols. (2-7, and 1 vol. not numbered),

Record of warrants issued by auditor, showing date issued or redeemed, name of payee, warrant and appropriation numbers, and amount. Arr. by warrant nos. Hdw. 350 pp. 16 x 12 x 3. 2 vols., 1911-19, Tr. Aud. rec. rm.; 5 vols., 1920--Aud. off.

For subsequent records, see entry 241.

## 251. STUB AND CARBON COPIES OF WARRANTS ISSUED, 1911--.

37 vols.

Stub record of warrants issued, showing date, number, name of payee, and purpose. Arr. by warrant nos. Hdw. 375 pp. 13 $\frac{1}{2}$  x 11 x 2  $\frac{3}{4}$ . 32 vols., 1911-32, Rec. rm.; 5 vols., 1933--Aud. off.



## Auditor--Receipts and Disbursements

(252-256)

252. AUDITOR'S PAID WARRANT STUBS, 1911--. 13 file boxes.

Stubs of paid warrants, showing date issued, names of payer and fund credited, warrant number, purpose, date paid, and treasurer's payment stamp. Arr. by warrant nos. 14 x 11 x 5. Tr-Aud. rec. rm.

253. REGISTER OF COUNTY ORDERS, 1853-97. 4 vols. (2-5).

Record of county disbursement orders, showing date, number, purpose, and amount, and <sup>purpose</sup> nature of expense. Arr. by order nos. Hdw. 350 pp. 18 x 17 x 2. Tr-Aud. rec. rm.

254. COUNTY ORDERS, 1907-8. 1 vol.

Record of county orders issued by auditor to treasurer, showing date issued, order number, source, amount, and purpose. Arr. chron. Hdw. 200 pp. 13 x 6 x 1 $\frac{1}{2}$ . Tr-Aud. rec. rm.

255. APPLICATIONS TO PAY, 1906--. 9 vols.

Record of certified receipts issued by auditor for quietus, showing date, number, and amount of quietus; and names of payer and fund charged. Arr. by application nos. Hdw. 200 pp. 18 x 11 x 2. 6 vols., 1906-24, Tr-Aud. rec. rm.; 3 vols., 1924-- Aud. off.

256. TREASURER'S <sup>RECEIPTS</sup> REPORTS, Auditor's Copies of, 1900--.

7 file boxes.

Record of treasurers' receipts presented to auditor for quietus, showing receipt number, name of payee, amount, and account debited. Arr. by receipt nos. 14 x 11 x 5. 6 boxes, 1900-1928, Tr-Aud. rec. rm.; 1 box, 1929--, Aud. off.



## Auditor--Taxes

(257-260)

## 257. QUIETUS, 1900--. 10 vols.

Stub record of quietus, showing dates issued and paid, serial number, amount, and fund debited. Arr. by serial numbers. Hdw. 500 pp. 14 x 12 x 1. 2 vols., 1900-1919, Tr-Aud. rec. rm; 3 vols., 1919-25, Aud. pvt. off.; *5 vols., 1925-- , Aud. off.*

## Taxes

Appraisements

## 258. TRANSFER BOOK, 1841--. 34 vols.

Record of realty transfers, showing date of transfer; names of grantee, grantor, testator, and administrator; kind of conveyance considered; location and description of property; exemptions; and deductions. Arr. chron. Hdw. 600 pp. 18 x 13 x 3. 28 vols., 1848-1904, Tr-Aud., rec. rm.; 6 vols., 1904-- , Aud. off.

## 259. APPRAISEMENT LIST AND TRANSFER OF REAL ESTATES, 1863-70.

1 vol.

Record of appraisements and transfers of real estate, showing date, names of grantor and grantee, description and value of land or lot, value of improvements, and total value for assessment. Arr. chron. Hdw. 100 pp.  $17\frac{1}{2} \times 11\frac{1}{2} \times \frac{1}{2}$ . Tr-Aud. rec. rm.

## 260. VALUATION OF REAL ESTATE, 1864-74. 3 vols.

Valuation of real estate by townships, showing date, names of owner and taxing unit, description and value of land or lot, value of improvements, and total value. Arr. by names of taxing units. Hdw. 300 pp. 16 x 12 x 2. Rec. rm.





## 261. ABSTRACT OF TAXABLE PROPERTY, 1901--. 3 bins.

Abstracts<sup>of</sup> taxable property including real and personal, and township, corporation, and public utilities, showing date, duplicate number, name of taxpayer, assessed valuation of taxables, amount of exemption, rate of levy per 100 dollars, and total amount of assessment. No index. 24 x 24 x 28. Rec. rm.

## 262. BANK AND INCORPORATION STATEMENTS, 1913--. 6 file boxes.

Record of statements made by banks and corporations, showing valuation and location of taxable property, names of bank or corporation, and amount of property. Arr. chron. 5 x 11 x 14. 5 boxes, 1913-21, Tr-Aud. rec. rm.; 1 box, 1922--, Aud. off.

Returns

## 263. MORTGAGE EXEMPTION RECORD, 1899--. 7 vols. (A-G).

Record of mortgage exemption affidavits, showing date filed; names and addresses of mortgagor and mortgagee or assignee, amounts of mortgage and exemption claimed, and volume and page of Mortgage Record. Arr. by twps., and thereunder alph. by names of mortgagors. Hdw. <sup>2</sup>315 pp. 16 x 12 x 3. 3 vols., 1899-1915, rec rm.; 4 vols., 1916--, Aud. off.

264. MORTGAGE EXEMPTIONS, Affidavits<sup>7</sup>, 1916--. 507 vols.

Mortgage exemption affidavits, showing date filed; names of township, mortgagor, and mortgagee or assignee; description or location of property; amounts of mortgage and exemption claimed; and volume and page of Exemption Record. Arr. alph. by names of mortgagees. Hdw. 150 pp. 9 x 14 x  $\frac{1}{2}$ . 467 vols., 1916-34, rec. rm.; 40 vols., 1934--, Aud. pvt. off.



## Auditor--Taxes

(265-268)

## 265. SOLDIERS' EXEMPTIONS, 1916--. 21 vols.

Record of mortgage exemption affidavits filed by former soldiers, showing name, age, and residence of applicant; number of pension certificate; service record; and description and location of property to be exempted. Arr. chron. Hdw. 150 pp. 9 x 7 x  $\frac{1}{2}$ . 18 vols., 1916-34, rec. rm.; 2 vols., 1935--; Aud. pvt. off.

## 266. FIREMENS' TAX EXEMPTION CERTIFICATES, 1914-34. 3 file boxes.

Mortgage exemption requests of firemen, showing date, name of fireman, proof of membership in fire department, and signatures of chief and secretary. Arr. chron. 5 x 11 x 14. 2 file boxes, 1914-May 2, 1923, rec. rm.; 1 file box, May 3, 1923-34, Aud. off.

Lists

## 267. ASSESSOR'S BOOK, 1903--. 538 vols.

Record of assessments on real and personal property, showing name of owner; description and value of land, improvements, and personal property; and valuation by assessor and board of review. Arr. by taxing units, and thereunder alph. by names of taxpayers. Hdw. 100 pp. 13 x 14 x  $\frac{3}{4}$ . 433 vols., 1903-31, rec. r.,; 38 vols., 1931-32, Aud. off.; 59 vols., 1933-36, Assr. off.; 8 vols., 1936--; Rec. rm.

## 268. ASSESSOR'S ASSESSMENT SHEETS, 1911--. 302 vols.

1922-29, missing.

Original tax assessment list, showing name of taxing unit,



## Auditor--Taxes

(269-271)

name, age, address, and signature of taxpayer; and location and value of real and personal property listed. Arr. by names of taxing units, and thereunder by names of taxpayers. Hdw. 300 pp. 14 x 4 x  $1\frac{1}{2}$ . 63 vols., 1911-21, rec. rm.; 4 vols., 1918-19, Aud. off.; 190 vols., 1930-36, Assr. off.; 45 vols., 1937--, rec. rm.

## 269. ADDITIONAL ASSESSMENTS, 1927--. 2 file boxes.

Record of additional assessment lists of personal property added to original list, showing name of taxing unit; name, age, address, and signature of taxpayer; and location and value of property. Arr. chron. 5 x 11 x 14. Aud. off.

Delinquent and Erroneous

## 270. RECORD OF DELINQUENCIES, 1837-48. 1 vol.

Record of delinquencies in tax payments, showing name and address of delinquent, amount of delinquency, adjustments in valuation, and record of payment made. Arr. chron. Hdw. 300 pp. 13 x 8 x  $1\frac{3}{4}$ . Assr. off.

## 271. REGISTER OF TAX SALES, 1844--. 5 vols. (1-5).

Record of real property sold to satisfy tax claims, showing names of owner and purchaser, description and location of property, amount of delinquency and of purchase, dates of sale and redemption, and number of tax duplicate. Arr. chron. Hdw. 240 pp. 18 x 13 x  $2\frac{1}{2}$ . Aud. off.



## Auditor--Taxes

(272-275)

## 272. DELINQUENT TAX SALES LIST, 1920--. 1 file box.

Files of lists of property to be advertised and sold to satisfy delinquent tax claims, showing names of taxing unit and owner; description, size, and location of land to be sold; amount of delinquency; and number of tax duplicate. Arr. chron. 5 x 11 x 14. Aud. pvt. off.

## 273. TAX SALES CERTIFICATES, 1900--. 2 file boxes.

Files of tax sale certificates for lands sold to satisfy delinquent tax claims, showing dates of sale and redemption, names of owner and purchaser, description and location of land, guarantee of auditor, and delinquency bill from treasurer. Arr. chron. 5 x 11 x 14. 1 vile box, Feb. 11, 1900-1929, rec. rm.; 1 file box, Feb. 11, 1929--. Aud. pvt. off.

## 274. REDEMPTION APPLICATIONS, 1897-1911. 1 vol.

Stubs of applications to pay, to redeem land sold to satisfy delinquent tax claims, showing date, numbers of application and tax duplicate, names of applicant and purchaser, and amount to be paid. Arr. by application nos. Hdw. 250 pp. 18 x 12 x 1. Aud. off.

## 275. MINUTES OF DEEDS, 1844-65. 1 vol.

Record of deeds to land sold to satisfy delinquent tax claims, showing names of delinquent and purchaser; date and number of certificate of sale; description, location, and acreage of land sold; and sale price. Arr. chron. Hdw. 150 pp. 12 x 8 x 1. Rec. rm.







## Auditor--School Funds

(276-279)

276. ERRONEOUS TAX CERTIFICATES, [Stubs], 1912-- 6 vols.

Record of erroneous tax certificates issued to correct tax charges, showing date, names of taxpayers and taxing units, cause, and amount of charge. Arr. chron. Hdw. 250 pp. 10 x 14 x  $1\frac{1}{2}$ . Aud. front off.

Plat Books

277. ASSESSOR'S PLAT BOOK, 1895-1915. 36 vols.

Record of plats of sections in each township of county, showing township, range, and section numbers, location and drawing of each section; plan of farm plat; name of landowner; and number of acres owned. Arr. by nos. of sections. Hdw. 60 pp. 18 x 13 x  $\frac{1}{2}$ . 7 vols., 1915, and 3 vols., 1907, Aud. off.; 1 vol., 1912, and 1 vol., 1907, Assr. off.; 24 vols., 1895-1914, Rec. rm.

278. PLAT BOOKS, [Of Each Section in The Township of Dekalb County], not dated. 12 vols.

Record of plats of all sections in county, showing township, range, and section numbers; plats of towns and villages; drawings of each section; names of landowners; and number of acres owned. Arr. by section nos. Hdw. 60 pp. 18 x 21 x  $\frac{1}{2}$ . Aud. pvt. off.

## School Trust Funds

279. INVENTORY OF TRUST OR SCHOOL FUND LOANS, 1911-31.

1 vol.

Inventory record of school fund loans, showing date and number of



## Auditor--School Funds

(280-282)

loan, and payments of interest, total amount of principal and interest paid and unpaid, interest due, and common and congressional trust funds unpaid. Arr. by loan nos. Hdw. 240 pp. 16 x 18 x 2.

Aud. off.

280. RECORD OF SCHOOL FUND LOANS, 1870--. 2 vols. (1-2).

Record of congressional and common school fund loans, showing dates of loan, payment, and recording; number and amount of loan; name and address of mortgagor; location and description of property; rate of interest; and volume and page numbers. Arr. by loan nos. Hdw. 350 pp. 18 x 13 x 2. Aud. off.

For prior records, see entry 289.

281. ABSTRACT OF TITLE AND MORTGAGES ON SCHOOL FUND  
MORTGAGED LANDS, 1889--. 28 file boxes.

Original instruments of school fund mortgages, and abstracts of titles of lands mortgaged to secure school fund loans. Contains: Abstracts of Titles and Mortgages, entry 284; Approval of School Fund Loans, entry 170. Arr. chron. 5 x 11 x 14. Aud. rec. rm.

282. ABSTRACTS OF TITLE AND MORTGAGES, 1889--. In Abstracts  
of Title, and Mortgages on School Fund Mortgaged Lands.

Abstracts of title, and mortgages on school fund loan lands, showing date and amount of mortgage, name of mortgagor, location and description of land, and signature of auditor.



## Auditor--School Funds

(283-286)

## 283. SCHOOL FUND MORTGAGE RECORD, 1857-1912.

2 vols. (A-B).

Record of school fund mortgages, showing date, number, amount, names of mortgagor and fund, amount of payments, and date paid in full. Indexed alph. by names of mortgagors. Hdw. 495 pp.

18 x 13 x 3. Aud. pvt. off.

For subsequent records, see entry 282.

## 284. REGISTER OF CONDITION AND DISTRIBUTION OF SCHOOL FUND,

1911-20. 1 vol.

Record of school funds, showing date, source of receipts, amount in trust, loans, losses, disbursements, place of disbursement, name of payee, and balance. Arr. chron. Hdw. 200 pp. 16 x 18 x 2 $\frac{1}{2}$ . Aud. front off.

## 285. RECORD OF RECEIPTS OF CONGRESSIONAL FUND, 1911-12. 1

vol.

Record of allotments to township congressional school fund, showing date, receipt number, amount, name of payer, and total. Arr. chron. Hdw. 100 pp. 16 x 18 x 1. Aud. front off.

286. REGISTER OF ORDERS, [School Funds], 1858-77. 1 vol.

(B):

Record of school fund orders, showing dates issued and redeemed, order number, amount, name of payee, and nature of claim. Arr. by order nos. Hdw. 250 pp. 16 x 11 x 2. Rec. rm.



## 287. JOURNAL OF SCHOOL FUNDS, 1856-73. 1 vol.

Record of school funds, showing date, order and receipt numbers, amount of order or receipt, names of payers, and payee, kind of fund, and balance. Arr. chron. Hdw. 620 pp. 16 x 12 x  $2\frac{1}{2}$ .  
Rec. rm.

For prior records, see entry 290; for subsequent records, see entry 282.

## 288. LEDGER OF SCHOOL FUNDS, 1847-55. 1 vol.

Record of school fund loans by townships, showing date, order and receipt numbers, amount of order or receipt, names of payer and payee, book and page numbers, and balance. Indexed alph. by names of townships. Hdw. 150 pp. 13 x 9 x  $1\frac{1}{2}$ . Rec. rm.

For subsequent records, see entry ?

## 289. REGISTER OF RECEIPTS FOR SCHOOL FUNDS, 1847-82.

2 vols. (A-B).

Record of receipts for school fund loans, showing date, receipt number, amount, name of payer, nature of receipt, and on what loan. Arr. chron. Hdw. 350 pp. 16 x 12 x 2. Rec. rm.

## 290. REGISTER OF SALES OF SCHOOL LAND, 1840-57. 1 vol.

Title varies: Register of Loans of School Funds.

Record of sales of school lands, and register of school fund loans, showing date, drawings of sections, description of land, acreage, price of land, names of purchasers and borrower, certificate number, amount of each loan, interest rate, and total for a period of fifteen (15) years. Indexed alph. by names of purchasers. Hdw. 100 pp. 13 x 8 x  $\frac{1}{2}$ . Rec. rm.







## 291. REGISTER OF TRUST FUND LOANS, 1850-82. 3 vols.

Record of loan and trust funds, showing date, loan number, amount, kind of fund, name of borrower, interest rate, and amount paid each year. Indexed alph. by names of mortgages. Hdw. 125 pp. 17 x 12 x 1. Rec. rm.

For subsequent records, see entry 282.

## 292. INDEX TO REGISTER OF TRUST FUND LOANS, 1850-82. 1 vol.

Index to register of trust fund liens, showing name of borrower, from what fund, and book and page numbers. Arr. alph. by names of mortgages. Hdw. 100 pp. 16 x 12 x  $\frac{1}{2}$ . Rev. rm.

## 293. RECORD OF THE SEMINARY FUNDS, 1842-52. 1 vol.

Record of receipts and loans of seminary funds, showing date, receipt and loan numbers, amount, name of payer, borrower, and sureties, and rate of interest. Indexed alph. by names of mortgages. Hdw. 100 pp. 7 $\frac{1}{2}$  x 6 x  $\frac{1}{2}$ . Rec. rm.

## 294. SCHOOL COMMISSIONERS' RECORD, 1834-52. 1 vol.

Record of school commissioners, showing dates of election, and appointment of township trustees, term of office, township and range numbers, sales of school sections, description and acreage of land, amount of sales, and certificate of sale. Indexed alph. by titles of business transacted. Hdw. 150 pp. 12 x 8 x 1. Aud. off.



## Official Bonds

## 295. OFFICIAL BONDS RECORD, 1912-26. 1 vol.

Record of bonds given by county officials and justices of peace, showing date, amount, names of officials bonded and sureties, affidavit, and signature of clerk and circuit court. Indexed alph. by names of parties bonded. Hdw. 500 pp. 16 x 13 x 2 $\frac{1}{2}$ . Aud. off.

## 296. OFFICIAL BONDS, 1908--. 4 file boxes.

Record of bonds given by county officials, showing date, amount, term, names of official and sureties, title of office, and date of acceptance of bond. Arr. chron. 5 x 11 x 14. 1 file box, 1908-20, rec. rm.; 3 file boxes, 1920--, Aud. front off.

## 297. SCHOOL TRUSTEES' BOND, 1912-19. 1 file box.

Record of bonds given by school trustees, showing date, amount, *term*, names of trustee and sureties, and date of acceptance of bond. Arr. chron. 5 x 11 x 14. Rev. <sup>c</sup>rm.

For subsequent records, see entry 298.

## 298. AUDITOR'S RECORD OF ASSESSORS' BONDS, 1875-82. 1 vol.

Record of bonds given by township assessors, showing date; amount; term; names of assessor, township, and sureties; and date of acceptance of bond. Arr. chron. Hdw. 400 pp. 14 x 9 x 1 $\frac{1}{4}$ . Aud. off.

For subsequent records, see entry 298.



## Miscellaneous Records

299. ENUMERATION OF WHITE AND COLORED MALES OVER AGE OF  
21, 1895--. 87 vols.

Record of enumeration of white and colored males over age of  
twenty-one, showing date; township; enumeration number; and name,  
age, <sup>and</sup> color, of party. Indexed alph. by names of parties  
enumerated. Hdw. 75 pp. 14 x 9 $\frac{1}{2}$  x  $\frac{1}{2}$ . Rec. rm.

300. RECORD OF STATISTICAL STATEMENTS, 1910-21. 57 vols.

Record of township statistics compiled by assessors, showing  
date, names and addresses of landowner, and tenant, size of farm,  
number of acres under cultivation, and kind and amount of crops  
harvested and livestock raised. Arr. chron. Hdw. 100 pp.  
18 x 12 x  $\frac{1}{2}$ . Rec. rm.

301. SOLDIERS' BURIAL RECORD, 1889-97. 1 vol.

Record of burials of Union soldiers, sailors, and marines at  
county expense, showing date, name, rank, command, age, occupation,  
place of burial, expenses, and signature of auditor. Arr. chron.  
Hdw. 440 pp. 16 x 12 x 2. Rec. rm.



(Next entry 302, page 161)

## XVI. REGISTRATION OFFICER

The registration officer of Dekalb County is the clerk of the circuit court, ex officio, by authority of an act of 1933. 1/

The Constitution of 1851 prescribed the qualifications of voters 2/ and an amendment of 1881 enjoined the general assembly to provide for the registration of all persons entitled to vote. 3/ Various laws for registration have been enacted: An act of 1867, establishing a township board of registry 4/ was repealed in 1869; 5/ acts Of 1889 6/ and 1891, 7/ providing for registration in the office of the clerk of the circuit court, were declared unconstitutional in 1890 8/ and 1896, 9/ respectively; an act of 1911, providing for a precinct registration board, 10/ was repealed in 1917; 11/ an act of 1917, creating a board of registration commissioners, generally called the registration board, consisting of the clerk of the circuit court and two qualified electors appointed by him, one from each of the major political parties, 12/ was abolished in 1919 13/ and succeeded by precinct boards established by an act of that year; 14/ an act of 1925 created a registration board, consisting of the auditor and a person of opposite political faith, appointed by him. 15/ In 1927 all preceding acts from 1919 were repealed. 16/ The present system was established by the act of 1933, amended in 1935. 17/

The registration officer has full charge and control of the registration of the voters and provides all the necessary books and supplies for the registering of voters. 18/





Records compiled under the early laws outlined above are in the custody of the officer charged with their care, either the auditor or the clerk. Current records are in the office of the clerk of the circuit court as ex-officio registration officer. 19/

All the records are located in the courthouse.

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- 1/ Acts 1933, 1935; Burns, 1937 suppl., 29-306; Baldwin, 1935 suppl., 7304.
  - 2/ Const., art. 2, sec. 2.
  - 3/ Const., art. 2, sec. 14.
  - 4/ Acts 1867, ch. 51, sec. 2.
  - 5/ Acts 1869 (Spec. Sess.), ch. 31, sec. 1.
  - 6/ Acts 1889, ch. 87, sec. 13.
  - 7/ Acts 1891, ch. 144, sec. 1.
  - 8/ 125 Ind. 281.
  - 9/ 144 Ind. 423.
  - 10/ Acts 1911, ch. 150, sec. 3.
  - 11/ Acts 1917, ch. 139, sec. 47.
  - 12/ Ibid., sec. 4.
  - 13/ Acts 1919, ch. 150, sec. 1.
  - 14/ Ibid., ch. 186, sec. 4.
  - 15/ Acts 1925, ch. 138, sec. 1.
  - 16/ Acts 1927, ch. 195, sec. 1.
  - 17/ Acts 1933, 1935; Burns, 1937 suppl., 29-306; Baldwin, 1935 suppl., 7304.
  - 18/ Acts 1933; Burns 29-309; Baldwin 7307.
  - 19/ Acts 1933; Burns 29-315, 29-316; Baldwin 7313, 7314.

302. REGISTRATION BOOKS, 1934--. 130 vols. (2 sets, 65 vols. each set).

Register of qualified voters by precinct numbers, showing date and number of registration; name, residence, age, nationality, precinct number, and place of birth of elector; and record of change in address. Arr. alph. by names of electors. Typed. 80 pp.  
14 x 12 x 1. Clk. off.



Registration Officer

(303)

303. RECORD OF ABSENT VOTERS, Apr. Nov. 1926. 1 vol.

Record of absent voters' ballots, showing dates of application,  
mailing, return, and presentation to inspector; foreign destination;  
and name, residence, and ward and precinct numbers of elector.

Indexed alph. by names of twps., or ward members. Hdw. 317 pp.

16 x 15 x  $1\frac{1}{4}$ . Clk. vt.



## XVII. BOARD OF PRIMARY ELECTION COMMISSIONERS

The board of primary election commissioners of Dekalb County was established by an act of 1915. The board consists of the clerk of the circuit court, and two persons appointed by him, one from each of the major political parties, nominated by the respective chairmen of the county committees of the parties. The primary election commissioners serve as election commissioners at the election for which nominations in the primary are made. 1/

The board prepares and distributes the primary ballots and supervises primary elections for the nomination of candidates for judicial, legislative, county, township, and city offices, and for the election of party officers and delegates. 2/

Record of primary election matters are filed in the office of the clerk of the circuit court (a member of the board of primary election commissioners) for preservation as provided by statute. 3/

All the records are located in the courthouse.

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1/ Acts 1915, 1917; Burns 29-504; Baldwin 7197.

2/ Acts 1915; Burns 29-501; Baldwin 7187. Acts 1915, 1917; Burns 29-504; Baldwin 7190. Acts 1915, 1937; Burns, 1937 suppl., 29-515; Baldwin, 1937 suppl., 7201. Acts 1933; Burns 29-1307; Baldwin 11639.

3/ Acts 1889; Burns 29-1009; Baldwin 7113. Acts 1911, 1913, 1915; Burns 29-2508; Baldwin 7445. Acts 1911; Burns 29-2510; Baldwin 7447.

304. ELECTION REPORTS, 1914--. 4 file boxes.

Election notices, candidates' expenses, and tally of votes. Contains:

Election Reports [Primary], entry 307; Election Returns, entry 308;

Election Reports [General], entry 310. Arr. chron. 4 x 10 x 15. Clk. vt.



305. ELECTION REPORTS [Primary], 1914--.. In Election Reports,  
entry 306.

Notices of election, candidates' expenditures, and tally sheets of  
votes cast in primary election, showing date of election, names of  
candidates, amount expended by and number of votes cast for each  
candidate by precincts, and total number of votes cast.





(Next entry 306, page 166)

### XVIII. BOARD OF CANVASSERS

The board of canvassers of Dekalb County, consisting of the election commissioners, was established by an act of 1905. 1/ The members are the clerk of the circuit court, and two persons appointed by him, one from each of the major political parties, nominated by the respective chairmen of the county committees of the parties. 2/ The board elects its own chairman and its clerk is the clerk of the circuit court. 3/

Prior to 1905, the board of canvassers, as first established under the authority of the revised statutes of 1852, consisted of all the precinct inspectors of election of the county. 4/

The members of the board are required to assemble at six o'clock, p. m., on the day of each election to canvass and estimate the certificates, poll lists, and tally papers returned by the election inspectors; 5/ to tabulate therefrom the votes of the county; 6/ and to declare in a certified statement the candidates elected in the county. 7/

Such certificates, together with a statement of all votes tabulated, canvass sheets, poll books, and tally papers, are delivered to the clerk of the circuit court and filed and preserved by him in his office, open to the inspection of any legal voter. 8/

The records are located in the courthouse.

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1/ Acts 1905, 1927; Burns 29-1401; Baldwin 7377.

2/ Acts 1889; Burns 29-1002; Baldwin 7109.

3/ Acts 1905; Burns 29-1402; Baldwin 7378.



- 4/ 1 Rev. Stat. 1852, ch. 31, sec. 32.
- 5/ Acts 1905, 1927; Burns 29-1401; Baldwin 7377.
- 6/ Acts 1905; Burns 29-1404; Baldwin 7380.
- 7/ Acts 1905; Burns 29-1405; Baldwin 7381.
- 8/ Acts 1905; Burns 29-1404; Baldwin 7380.

306. ELECTION RETURNS, 1914--. In Election Reports, entry

306.

Tally sheets of votes cast at elections, showing date of election, names of candidates, number of votes cast for each candidate, and total votes cast in each precinct.



(Next entry 307, page 168)

## XIX. BOARD OF ELECTION COMMISSIONERS

The board of election commissioners of Dekalb County was established by an act of 1889. The board consists of the clerk<sup>1</sup>s of the circuit court, and two persons appointed by him, one from each of the major political parties, nominated by the respective chairmen of the county committees of the parties. 1/ The primary election commissioners, since 1915, serve as the election commissioners at general elections. 2/ The board of election commissioners, since 1905, constitutes the board of canvassers. 3/

The board supervises general elections and prints and distributed ballots for the election of county officers. The ballots are prepared in accordance with petitions for placing candidates' names on the ballot and with certificates of nomination by convention or primary election, as filed with the clerk of the circuit court. 4/

Records of all general elections are filed in the office of the clerk of the circuit court (a member of the board of election commissioners) for preservation as provided by statute. 5/

All the records are located in the courthouse.

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1/ Acts 1889; Burns 29-1002; Baldwin 7109.

2/ Acts 1915, 1917; Burns 29-504; Baldwin 7197.

3/ Acts 1905; Burns 29-1401; Baldwin 7377.

4/ Acts 1889; Burns 29-1002; Baldwin 7109. Acts 1899, 1933; Burns 29-1003; Baldwin 7110.

5/ Acts 1889; Burns 29-1009; Baldwin 7113. Acts 1911, 1913, 1915; Burns 29-2508; Baldwin 7445. Acts 1911; Burns 29-2510; Baldwin 7447.



## 307. RECORD OF ELECTIONS, 1890-1916. 1 vol.

Record of election returns, showing date of election, names of candidates, number of votes cast for each candidate by precincts, and total votes cast. Arr. chron. Hdw. 600 pp. 18 x 13 x 3. Clk. off.

308. ELECTION REPORTS GENERAL ELECTION, 1914--. In

Election Reports, entry 306.

Notices of election, candidates' expenditures, and tally sheets of votes cast at general elections, showing date of election, names of candidates, amount expended by and number of votes cast for each candidate by precincts, and total number of votes cast.





(Next entry 309, page 170)

## XX. BOARD OF EDUCATION

The board of education of Dekalb County, under the authority of an act of 1877, consists of the county superintendent of schools, the township trustees, and the chairman of school trustees of each city and town of the county. The majority of the members constitutes a quorum, and the superintendent of schools presides at its meetings and has a vote on all questions. 1/

The board was first established by an act of 1873 with the same membership except that all the school trustees of each town and township of the county were members. 2/

The board meets semiannually on the first day of May and September to consider the general needs of the schools and to provide for the maintenance of school property and purchase of furniture, books, maps, charts, and other supplies. 3/ It may purchase textbooks from publishers and sell them to pupils at cost 4/ or rent them to pupils at not to exceed twenty-five per cent of the retail price. 5/

All the records are located in the private office of the superintendent of schools, in the courthouse.

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- 1/ Acts 1873, 1877; Burns 28-801; Baldwin 5983.  
2/ Acts 1873, ch. 25, sec. 8.  
3/ Acts 1873, 1877; Burns 28-801; Baldwin 5893.  
4/ Acts 1921; Burns 28-614; Baldwin 6692.  
5/ Acts 1935; Burns, 1937 suppl., 28-638; Baldwin, 1935 suppl., 6692-1.



Board of Education

(309)

## 309. MINUTES OF DEKALB COUNTY BOARD OF EDUCATION, 1914--.

1 vol.

Minutes of meetings of board of education, showing date of meeting, names of members present, nature of business transacted, and action of board. Arr. chron. Hdw. 300 pp. 18 x 11 x 2.  
Fern. A. Morr. off., Sec'y of board, Waterloo, Ind.



(Next entry 310, page 172)

## XXI. SUPERINTENDENT OF SCHOOLS

The superintendent of schools of Dekalb County is elected by the township trustees for a four-year term, under the authority of an act of 1899 and later amendments, which increased his powers as originally defined in an act of 1873. 1/ No person is eligible to the office of superintendent of schools who has not had five years' successful experience as a teacher and who does not hold a first or second grade superintendent's license. 2/ The superintendent must execute a bond of five thousand dollars, approved by the auditor. 3/

Prior to 1899, the board of commissioners, by an act of 1853, appointed one to three school examiners for the county; 4/ by an act of 1861, one school examiner. 5/ The title of school examiner was changed to superintendent of schools and the power of appointment was transferred to the township trustees, by an act of 1873. 6/

The superintendent exercises general supervision of the schools outside of incorporated cities and towns of Dekalb County. 7/ His duties are to visit the schools in session for the purpose of increasing their usefulness and raising their standards as uniformly as practicable; 8/ to conduct county teachers' institutes 9/ and conduct and preside over township institutes; 10/ to report as to teachers' preparation, experience, and license before they are employed; 11/ to compile the enumeration of pupils of the county 12/ and from such returns make out the apportionment of the school revenues; 13/ and to carry out the orders of the state board of .



## Superintendent of Schools-- Activities and Reports

(310)

education and the state superintendent of public instruction.

14/ He is ex-officio member of the county board of education and presides at its meetings. 15/

The superintendent keeps a record of minutes of his proceedings 16/ and a complete record of licenses held by all regular school teachers, date of employment, and their success grades.

17/

All records are located in the courthouse.

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1/ Acts 1873, ch. 25, secs. 3-4, 6-8. Acts 1899, 1911, 1913; Burns 28-702; Baldwin 5931.

2/ Acts 1935; Burns, 1937 suppl., 28-701; Baldwin, 1935 suppl., 5933-1.

3/ Acts 1899, 1911, 1913; Burns 28-702; Baldwin 5931.

4/ Acts 1853, ch. 106, sec. 6.

5/ Acts 1861, ch. 141, sec. 32.

6/ Acts 1873, ch. 25, sec. 2.

7/ Acts 1873; Burns 28-1401; Baldwin 5973. Acts 1899; Burns 28-705; Baldwin 5940.

8/ Acts 1899; Burns 28-704; Baldwin 5938.

9/ Acts 1907, 1929, 1933; Burns 28-4402; Baldwin 6725.

10/ Acts 1899; Burns 28-706; Baldwin 5942.

11/ Acts 1927, 1933; Burns 28-4309; Baldwin 6005.

12/ Acts 1865, 1873, 1895; Burns 28-702; Baldwin 5940.

13/ Acts 1865; Burns 28-715; Baldwin 5949.

14/ Acts 1899; Burns 28-704; Baldwin 5938.

15/ Acts 1873, 1877; Burns 28-801; Baldwin 5983.

16/ Acts 1915; Baldwin 5945.

17/ Acts 1923; Burns 28-4217; Baldwin 5928.

## Activities and Reports

310. STATISTICAL REPORTS, 1914--. 2 file boxes.

Copies of statistical and financial reports of superintendent of schools, showing date of report; total enrollment, expenditures, average attendance, and cost per capita of schools; and





Superintendent of Schools--Activities and Reports (311-314)

condition of each fund. Arr. chron. 4 x 10 x 14. Supt. sch. off.

311. AUDITORS' REPORTS, 1919--. 1 filo box.

Copies of auditor's reports to state superintendent of public instruction on apportionment of school revenue, showing date of report; total enrollment for each school; and amount allotted to common, congressional, and tuition funds of each school. Arr. chron. 4 x 10 x 14. Supt. sch. off.

312. TOWNSHIP TRUSTEES' REPORT TO COUNTY SCHOOL SUPERINTENDENT, 1908-29. 3 vols.

Record of township trustees' annual statistical and financial reports to superintendent of schools, showing date of report, number of teachers for each grade, graduates for school year, days per term, average daily attendance, cost per capita, salaries for each school, receipts and expenditures per fund, and indebtedness on school buildings. Arr. chron. 150 pp. 15 x 12 x 1 $\frac{1}{4}$ . Supt. sch. off.

313. TRUSTEES' ANNUAL REPORT, 1930--. 1 file drawer.

Township trustees' annual statistical and financial reports to superintendent of schools, showing date, total enrollment, number of teachers per grade, graduates for school year, number of days per term, average daily attendance, cost per capita, total of salary for each school, receipts and expenditures for each fund, and total indebtedness. Arr. chron. 6 x 16 x 14. Supt. sch. off.

314. VISITING RECORD, 1917-23. 7 vols.

Record of superintendents' visits and reports on conditions of schools,



Superintendent of Schools--Activities and Reports (315-317)

showing date of visit; name, condition, and educational facilities of each school; number of pupils per grade; name and qualification of teachers; and needed supplies. Arr. chron. Hdw. 100 pp. 7 x 5 x  $\frac{1}{2}$ . Supt. sch. off.

315. REQUISITION FOR SCHOOL BOOKS, 1908-15. 2 vols.

Record of requisitions for text books, showing date ordered; names of vendor, school, and books; and quantity for each school. Arr. chron. Hdw. 100 pp. 11 x 11 x  $\frac{1}{2}$ . Supt sch. off.

Enumerations

316. ENUMERATION, 1903--. 29 vols. 1904-5, 1925-26, missing.

Record of annual enumeration of school children between the ages of 6 and 21 years, showing date of enumeration; name, address, age, and place of birth of child; grades completed; school district; and name and address of parents or guardian. Arr. ~~chron.~~ by townships. Hdw. 400 pp. 14 x 8 x 2. Supt. sch. off.

317. CENSUS FIELD SHEETS, 1922-30. 9 file boxes.

Field reports of enumeration of school children between the ages of 6 and 21 years, showing date of enumeration; name, address, age, and place of birth of child; whether employed or attending school; and name and address of parents or guardian. Arr. by district numbers. 9 x 7 x 7. Supt. sch. off.



Teachers318. MONTHLY REPORT OF TEACHERS, 1917--. 19 vols.

Record of teachers' monthly reports, showing date; name, address, grade attained, and attendance and deportment record of pupil; number of visitors during month; and preliminary schedule of programs.

Arr. chron. Hdw. 500 pp. 17 x 14 x 4. Supt. sch. off.

## 319. TEACHERS' APPLICATIONS, 1934--. 1 file box.

Applications for positions as teacher, showing date; and name, address, and qualifications of applicant. Arr. chron. 4 x 10 x 14. Supt. sch. off.

## 320. SUCCESS SCHEDULES, 1926--. 3 desk drawers.

Success schedules of teachers, showing date; name, address, personality, preparation, technique, achievement, management, attitude, and success grade of teacher; and name, location, and term of school. Arr. chron. 2 drawers, 3 x 14 x 9; 1 drawer, 5 x 6 x 9. Supt. sch. off.

## 321. SCHEDULE OF SUCCESS, 1908-25. 20 vols.

Record of success of teachers, showing name, general characteristics, and success grade of teacher; and name and location of school. Arr. chron. Hdw. 100 pp. 8 x 15 x  $\frac{1}{2}$ . 6 vols., 1907-11, Supt. sch. waiting rm; 14 vols., 1912-25, Supt. examination rm.

## 322. RECORD OF TEACHERS' EXAMINATIONS, 1865-1923. 9 vols.

(A-B, and 7 vols. not labeled). 1894-86, missing.

Record of examination grades for teachers' licenses, showing date; name, grade, and success grade of teacher; previous license;





## Superintendent of Schools--Activities and Reports

(323-326)

and average grade. Arr. chron. Hdw. 172 pp. 8 x 8 x  $\frac{3}{4}$ .

Supt sch. waiting rm.

323. TEACHERS' INSTITUTE, 1930--. 1 file box.

Minute report of teachers' institutes, showing date, place of meeting, names of teachers present, resolutions passed, and reports of committees. Arr. chron. 4 x 10 x 15. Supt. sch. off.

324. TEACHERS' INSTITUTE, 1897-1929. 4 vols.

Record of teachers' institutes, showing date, place of meeting, attendance record of each teacher, number present, resolutions passed, and reports of committees. Arr. chron. Hdw. 100 pp. 12 x 9 x  $1\frac{1}{2}$ . Supt. sch. waiting rm.

325. TEACHERS, 1936--. 1 file box.

Card record of teachers employed by superintendent of schools, showing date; number of license; name, qualifications, and previous teaching record of teacher; and name and location of school. Arr. alph. by names of teachers. 10 x 4 x 14. Supt. sch. off.

326. MINUTE RECORD OF DEKALB COUNTY TEACHERS ASSOCIATION,  
1887-1904. 1 vol.

Record of teachers' associations', showing date and place of meeting, names of teachers present, resolutions passed, reports of various committees, record of fees assessed and paid, and financial report of conditions. Arr. chron. Hdw. 100 pp. 12 x 9 x  $\frac{1}{2}$ . Supt. sch. waiting rm.





Pupils

## 327. RECORD OF PUPILS ENROLLED IN GRADE AND HIGH SCHOOLS,

1922--. 15 vols.

Record of enrollments for grade and high schools, showing dates enrolled and graduated, name and record of student, and name and district of school. Arr. alph. by names of pupils. Hdw. 150 pp. 11 x 9 x 1. Supt. sch. examination rm.

## 328. TOWNSHIP GRADUATES, 1885--. 2 vols. and 1 file box.

List of eighth grade graduates of various townships, showing subject and average for term of graduate; names of teacher, school, and township; and district number. Vols., arr. by township and district numbers; file box, arr. chron. Hdw. Vols. 200 pp. 14 x 8 x 5/8, file box, 10 x 4 x 14. 2 vols., 1885-1929, Supt. sch. waiting rm; 1 file box, 1930--, Supt. sch. off.

## 329. HIGH SCHOOL RECORD, 1936--. 1 file drawer.

Card record of high school students, showing date of enrollment; name, grade per subject, and average grade for term of student; and name and location of school. Arr. alph. by names of students. 5 x 6 x 14. Supt. sch. off.



## XXII. HEALTH COMMISSIONER

The health commissioner of Dekalb County is elected by the board of commissioners for a four-year term, under the authority of an act of 1909. 1/ He must be a licensed physician, well informed in sanitary science and hygiene, and skilled in the preventive management of infectious and contagious diseases. He is required to pass an examination in hygiene and sanitary science, prescribed by the state board of health, 2/ and to give bond in the amount that the board of commissioners determines. 3/

From 1881 to 1909 the board of commissioners constituted ex officio the county board of health and elected annually a secretary, who was a physician and served as health officer. 4/ An act of 1891 enlarged the duties of the board and its secretary was its executive officer. 5/ The act of 1909 abolished the board of health.

The health commissioner enforces the health laws of the state and the rules and regulations of the state board of health, 6/ oversees inspection of food and drugs, 7/ condemns buildings unfit for human habitation, 8/ and issues burial permits. 9/ He makes inspections of all public buildings and institutions and of private property; investigates the presence, source, and cause of disease, and establishes quarantine; if necessary, closes schools and churches and forbids public gatherings in order to prevent epidemics; and protects the public health in all reasonable and necessary ways. He makes monthly reports of his work to the state board of health. 10/

The health commissioner collects, records, and reports the vital statistics of the county, and keeps full and permanent records of the



public health work and of his reports. 11/

(An act of 1935, effective January 1, 1938, changes the title of health commissioner to health officer and augments his duties and powers.) 12/

- 1/ Acts 1891, 1909; Burns 35-108; Baldwin 8402.
- 2/ Acts 1891, 1909; Burns 31-110; Baldwin 8404.
- 3/ Acts 1891, 1909; Burns 35-108; Baldwin 8402.
- 4/ Rev. Stat. 1881, sec. 4993.
- 5/ Acts 1891, ch. 15, sec. 2.
- 6/ Acts 1891, 1909; Burns 35-111; Baldwin 8405.
- 7/ Acts 1907; Burns 35-1207; Baldwin 8476.
- 8/ Acts 1917; Burns 35-1801; Baldwin 8563.
- 9/ Acts 1907, 1913; Burns 35-115; Baldwin 8398.
- 10/ Acts 1891, 1909; Burns 35-111; Baldwin 8405.
- 11/ Ibid. Acts 1891, 1909; Burns 35-108; Baldwin 8402.
- 12/ Acts 1935; Burns, 1937 suppl., 35-118 to 35-129; Baldwin, 1935 suppl., 8404-1 to 8404-12.

#### Vital Statistics

#### 330. BIRTH RECORD, 1882--. 8 vols.

Record of birth returns, showing name, and sex, date, and place of birth of child; name, address, occupation, and history of parents; and name of attending physician. Indexed alph. by names of infants. Hdw. 200 pp. 15 x 14 x 1. Hlth. comr. office, Dr. Swartz residence, E. 6th St., Auburn.

#### 331. RECORD OF RETURN OF MARRIAGES, 1882--. 15 vols.

Record of marriage returns, showing date and place of marriage; names, addresses, ages, and places of birth of bride and groom; and names and addresses of parents and person officiating. Indexed alph. by names of grooms. Hdw. Condition fair. 212 pp. 16 x 14 x 1 1/2. 9 vols., 1882-July 3, 1919, Recr. off.; 6 vols., July 4, 1919--; Dr. Swartz, residence, hlth. comr. off., E. 6th St., Auburn.



## 332. RECORD OF DANGEROUS DISEASES, 1882--. 4 vols.

1893-97, missing.

Record of contagious and dangerous diseases, showing date reported; name, address, age, color, and sex of patient; kind of disease; and names of attending physician and person reporting case. Indexed alph. by names of patients. Hdw. 55 pp. 16 x 14 x 1. 3 vols., 1882-Mar. 1916, Recr. off.; 1 vol., Apr. 1916--, Dr. Swartz, residence, hlth. comr. off., E. 6th St. Auburn.

## 333. RECORD OF DEATHS, 1882--. 5 vols., and 96 4-page transcripts unbound.

Record of death returns, showing date and place of death; name, age, sex, place of birth, and occupation of deceased; if single or married; duration of sickness; and names of attending physician, parents, and undertaker. Indexed alph. by names of deceased. Hdw. 200 pp. 16 x 14 x 1. 2 vols., 1882-99, 96 4<sup>1</sup>/<sub>2</sub> transcripts unbound, 1900-1906, and 1 vol. 1907-16, Recr. off.; 2 vols., 1917--, Dr. Swartz, residence, hlth. comr. off., E. 6th St. Auburn, I<sup>d</sup>.







## XXIII. DEPARTMENT OF PUBLIC WELFARE

The department of public welfare of Dekalb County, created by the legislature in 1936, is administered by a board of public welfare. 1/ The department may sue or be used in its own name. 2/

Previous to the creation of the department of public welfare, an old-age pension system was administered by the board of commissioners, under an act of 1933, 3/ and child welfare, by the board of children's guardians, under an act of 1901. 4/ These duties, together with the right of advisory inspection of public institutions formerly belonging to the board of charities and corrections, under an act of 1899, 5/ were consolidated in the new department. 6/

The board of public welfare consists of five persons having a recognized interest in and knowledge of the problems of public welfare, who must be residents of the county for two years prior to appointment. The members are appointed by the judge of the circuit court; at least two must be women and not more than three may be adherents of any one political party. The terms of the first appointees are: One for one year, two for two years, and two for four years; and thereafter the terms are four years. The board holds a regular meeting once a month, the August meeting to be known as the annual meeting, and it may hold other meetings pursuant to call. 7/ Its duties are to appoint the director of public welfare who is the executive and administrative officer of the department and serves as secretary of the board; 8/ to receive and administer gifts and bequests of personal property and income



Department of Public Welfare

(Next entry 334, page 185)

from real estate for the benefit of children under its supervision or of any home or institution caring for neglected or dependent children under its supervision; to invest any funds so received by it, such investments being kept in a special fund and not commingled with funds received from taxation; 9/ and to adopt an annual budget for the department for consideration by the county council. 10/

The director of public welfare must give bond not to exceed five thousand dollars, approved by the judge of the circuit court and filed in the office of the clerk. 11/ He appoints with the approval of the board, all assistants in the department from eligible lists established by the state department, and fixes their salary. 12/ As executive officer of the department, he exercises all the rights, powers, and duties conferred by law on the department under the rules, regulations, and orders of the state and county board, 13/ and compiles the annual budget for submission to the board. 14/ The director of public welfare performs the functions of probation officer or agent of the court in welfare matters under the supervision of any court having jurisdiction. 15/

The department of public welfare is charged with the administration of assistance to dependent children in their own homes; old-age assistance; services and assistance to persons otherwise handicapped; the care and treatment of dependent, neglected, and handicapped children; children in danger of becoming delinquent;



Department of Public Welfare

(Next entry 334, page 185)

and such other welfare activities as are delegated to it by the state department including services connected with assistance to the blind. The department makes reports to the state department as directed by the latter. 16/ The department also administers provisions and benefits of the Federal "Social Security Act" of August 14, 1935. 17/

All expenditures for assistance and administration of the department are paid from the county welfare fund raised by a separate tax levy, 18/ to which are added such repayments as may be made under legal liability by recipients, their parents, children, or other persons liable for their support. 19/ The county receives reimbursement of certain proportions of its expenditures from the state, and a part of any Federal funds granted to the state, 20/ to be paid into the county welfare fund. All claims for administrative expenses are subject to allowance by the board of commissioners. Claims for assistance are not so subject but are determined by the department and approved by the director. 21/

The auditor keeps the records relating to the county welfare fund and other financial transactions. 22/ The department keeps such records and accounts relating to assistance as the state department prescribes. 23/ All records, except applications for assistance, awards, and modification and revocation of awards, are confidential. 24/

All the records are located in the courthouse.

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- 1/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1117;  
Baldwin, 1937 suppl., 14078-18.
- 2/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1122;  
Baldwin, 1937 suppl., 14078-23.
- 3/ Acts 1933, ch. 36, sec. 2.
- 4/ Acts 1901, ch. 173, secs. 1-2, 5.
- 5/ Acts 1899, ch. 24, secs. 1, 3.
- 6/ Acts 1936 (Spec. Sess.), 1937; Burns, 1937 suppl., 52-1121;  
Baldwin, 1937 suppl., 14078-22. Acts 1936 (Spec. Sess.); Burns,  
1937 suppl., 52-1410; Baldwin, 1937 suppl., 14078-122.
- 7/ Acts 1936 (Spec. Sess.), 1937; Burns, 1937 suppl., 52-1118;  
Baldwin, 1937 suppl., 14078-19.
- 8/ Acts 1936 (Spec. Sess.), 1937; Burns, 1937 suppl., 52-1119;  
Baldwin, 1937 suppl., 14078-20.
- 9/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1122;  
Baldwin, 1937 suppl., 14078-23.
- 10/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1302; Bald-  
win, 1937 suppl., 14078-99.
- 11/ Acts 1936 (Spec. Sess.), 1937; Burns, 1937 suppl., 52-1119;  
Baldwin, 1937 suppl., 14078-20.
- 12/ Acts 1936 (Spec. Sess.), 1937; Burns, 1937 suppl., 52-1123;  
Baldwin, 1937 suppl., 14078-24.
- 13/ Acts 1936 (Spec. Sess.), 1937; Burns, 1937 suppl., 52-1126;  
Baldwin, 1937 suppl., 14078-27.
- 14/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1302; Bald-  
win, 1937 suppl., 14078-99.
- 15/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1120; Bald-  
win, 1937 suppl., 14078-21.
- 16/ Ibid.
- 17/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1113; Bald-  
win, 1937 suppl., 14078-14.
- 18/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1301; Bald-  
win, 1937 suppl., 14078-98.
- 19/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1263; Bald-  
win, 1937 suppl., 14078-94.
- 20/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1219,  
52-1249, 52-1254; Baldwin, 1937 suppl., 14078-50, 14078-80, 14078-85.  
Acts 1936 (Spec. Sess.), 1937; Burns, 1937 suppl., 52-1124a; Bald-  
win, 1937 suppl., 14078-24a.
- 21/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1124; Bald-  
win, 1937 suppl., 14078-25.
- 22/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1401; Bald-  
win, 1937 suppl., 14078-113.
- 23/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1260; Bald-  
win, 1937 suppl., 14078-91.
- 24/ Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1262; Bald-  
win, 1937 suppl., 14078-93.





## 334. MINUTE BOOK OF COUNTY BOARD OF WELFARE, 1936--.

1 vol.

Record of board of welfare meetings, and members appointed by the court, showing dates of organization, appointments, and meetings; names of members present; nature of business transacted; and signatures of president and secretary of board. Arr. chron. Typed 200 pp. 11 x 9 x  $1\frac{1}{2}$ . Wfr. off.

335. RECOMMENDATIONS OF COUNTY DIRECTOR AND ACTION OF  
COUNTY BOARD AS TO REJECTIONS, AWARDS, AND REVOCATIONS,  
1936--. 1 vol.

Record of county board of welfare acts on petitions for relief, showing serial, certificate, and code numbers; name and address of applicant; recommendations of county director; amount; and date of award or revocation. Arr. chron. Typed. 100 pp. 12 x 15 x  $1\frac{1}{2}$ . Wfr. off.

## 336. CARD INDEX OF OLD AGE ASSISTANCE, 1936--. 1 file box.

Index to files of applications for assistance to aged persons, showing dates of application, grant, withdrawal, or rejection; serial, application, and code numbers; name, address, and age of applicant; and amount of assistance applied for and granted. Arr. alph. by names of applicants. 5 x 13 x 27. Wfr. off.

337. INDEX CARDS OF APPLICANTS FOR AGED PERSONS ASSISTANCE  
WHO DID NOT QUALIFY UNDER THE NEW LAW, 1936. 1 file box.

Index to files of applications of aged persons receiving pensions under 1933 law, who failed to qualify under new law, showing date revoked, code and serial numbers, name and address of aged person, and amount of pension received. Arr. alph. by names of applicants.



338. REGISTER OF APPLICATIONS FOR ASSISTANCE OF OLD AGE,  
DEPENDENT CHILDREN, AND BLIND PERSONS, 1936--. 1 vol.

Record of applications for assistance, showing dates of application, certificate, investigator's report, award or rejection, and effectiveness; certificate, code, and serial numbers; name, address, and age of applicant; and amount of award. Arr. chron. Hdw. 200 pp. 9 x 15 x  $\frac{1}{2}$ . Wfr. off.

339. OLD AGE CASES--ACTIVE LIST, 1936--. 2 file boxes.

Record of old age assistance cases, showing dates of application, award, and effectiveness; name, address, and age of applicant; amount of award; and signature of director. Arr. by serial nos. 11 x 13 x 27. Wfr. off.

340. RECORD OF ASSISTANCE GIVEN AGED PERSONS Active List,  
1936--. 1 vol.

Record of assistance for aged persons, showing dates effective and scheduled for payment; serial, code, and certificate numbers; name, address, and age of client; amount of award; and signature of director. Arr. by serial nos. Hdw. 300 pp. 9 x 15 x 2. Wfr. off.

341. OLD AGE CASES--INACTIVE LIST, 1936--. 1 file box.

Record of inactive old age assistance cases, showing date of application; name, address, personal history, and financial status of applicant; amount of award; date effective; reason for and date of withdrawal; and signature of director. Arr. by serial numbers. 11 x 13 x 27. Wfr. off.



342. RECORD OF ASSISTANCE GIVEN AGED PERSONS INACTIVE  
LIST, 1936--. 1 vol.

Record of inactive cases of assistance given aged persons, showing dates of application, certificate, award effective, and last payment; serial, code, and certificate numbers; amount of award; and name, address, and age of recipient. Arr. by serial numbers. Hdw. 150 pp. 9 x 15 x 1½. Wfr. off.

343. ALLOWANCE SCHEDULE FOR OLD AGE ASSISTANCE, 1936--.

1 file box.

Schedule of monthly allowance for old age assistance, showing date and amount of payment; serial, code, and warrant numbers; name and address of client; total allowance for month; and certified statements of director and auditor. Arr. chron. 11 x 13 x 27. Wfr. off.

344. INDEX CARDS OF DEPENDENT CHILDREN, 1936--. 1 file  
box.

Index to files of applications for assistance to dependent children, showing dates of application, grant, withdrawal, and rejection; name of child; and names and address of parents or guardian. Arr. alph. by names of applicants. 5 x 13 x 27. Wfr. off.

345. CHILDREN'S CASES, 1936--. 1 file box.

Applications for assistance to dependent children, showing dates of application and certificate; name and history of child; amount of award; names, address, and personal history of parents; and signature of director. Arr. alph. by names of applicants. 11 x 13 x 27. Wfr. off.



## 346. RECORD OF ASSISTANCE GIVEN DEPENDENT CHILDREN, 1936--.

1 vol.

Record of assistance for dependant children, showing dates of certificate, revocation, cancelation, and effective; serial, code, and certificate numbers; name of child; amount of award and monthly schedule; names and address of parents or guardian; and signature of director. Arr. by serial nos. Hdw. 100 pp. 9 x 14 x  $\frac{1}{2}$ . Wfr. off.

## 347. ALLOWANCE SCHEDULE FOR ASSISTANCE GIVEN DEPENDENT CHILDREN, 1936--. 1 file box.

Allowance schedule for assistance to dependent children in custody of relatives, showing date of payment; serial, code, and warrant numbers; amount of warrant and monthly allowance; name and address of client; and certified statements of director and auditor. Arr. chron. 11 x 13 x 27. Wfr. off.

348. BLIND CASES, 1936--. 1 file box.

Application for assistance to blind persons, showing dates of application and certificate of award; serial, code, and certificate numbers; amount of award; name, address, age, and personal history of applicant; financial status; and signature of director. Arr. alph. by name of applicants. 11 x 13 x 27. Wfr. off.

## 349. CERTIFICATION OF COUNTY CLAIM REGISTER, 1936--.

1 vol.

Certified copies of monthly statements to state board of welfare, showing date, code number, amount of expenditures, and signature of director and auditor. Arr. chron. Hdw. 50 pp. 12 x 9 x  $\frac{1}{4}$ . Wfr. off.







350. REGISTER OF CLAIMS FILED AND APPROVED AND WARRANTS  
ISSUED, 1936--. 1 vol.

Record of monthly claims filed by county director and approved for payment, showing date filed; claim, code, appropriation, account, and warrant numbers; date and amount of warrant; total amount per month; and name of claimant. Arr. chron. Hdw. 50 pp. 12 x 14 x  $\frac{1}{2}$ . Wfr. off.

351. COUNTY BOARD OF WELFARE CLAIMS, 1936--. 1 file box. Claim papers of expenditures filed by county director, showing date filed, appropriation and claim numbers, name of claimant, and nature and amount of claim. Arr. chron. 11 x 13 x 27. Wfr. off.

352. REPORT OF ALLOWANCES AND DISBURSEMENTS BY ACCOUNTS FOR THE CALENDAR MONTH, 1936--. 1 file box. Monthly statements of allowances and disbursements by board of welfare to the county director, showing date of report, account number, total allowance and disbursements, and total for year. Arr. chron. 11 x 13 x 27. Wfr. off.

353. RECEIPTS FOR REPAYMENT OF PUBLIC ASSISTANCE, 1936--. 1 vol. Record of reimbursements for assistance given, showing date and amount of payment; receipt, code, and serial numbers; name of payer; dates of assistance and last reimbursement; and signature of welfare director. Arr. by receipt nos. Hdw. 100 pp. 17 x 8 x  $\frac{1}{2}$ . Wfr. off.



## XXIV. SURVEYOR

The surveyor is a constitutional officer, elected for a two-year term, without restriction on reelection. 1/ He must give bond in an amount fixed by the board of commissioners of not less than five thousand dollars. 2/

Prior to the Constitution of 1851, the surveyor was a statutory officer, appointed in DeKalb County at its organization in 1837, by the Governor, under the authority of an act of 1818, 3/ and by the board of commissioners by an act of 1851. 4/

The surveyor has charge, under the direction of the board of commissioners, of all surveying and civil engineering work of the county, including the preparation of plans and specifications for, and supervision of, the construction of all bridges, turnpikes, roads, and levees. 5/ He supervises the construction and maintenance of all ditches. 6/ He also has charge of the repair and maintenance of county highways, 7/ unless the board of commissioners employ a highway a supervisor. The board of commissioners of DeKalb County has employed a highway supervisor, as permitted by statute. 8/

For private parties, the surveyor takes acknowledgments of mortgages and deeds for the conveyance of real estate, 9/ and, upon request, makes surveys and establishes lines and corners of lands. 10/

The surveyor is required to preserve a copy of the original field notes of the surveys of the townships in his county 11/ and a record of all surveys made by him. 12/

All the records are located in the courthouse.

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- 1/ Const., art. 6, sec. 2; 1 Rev. Stat. 1852; Burns 49-3301; Baldwin 5504.
- 2/ Acts 1913; Burns 49-3302; Baldwin 5505.
- 3/ Acts 1817-18, ch. 30, sec. 1.
- 4/ Rev. Laws 1831, ch. 102, sec. 1.
- 5/ 1 Rev. Stat. 1852, Acts 1911; Burns 49-3309; Baldwin 5508.
- 6/ Acts 1933; Burns 27-101; Baldwin 5737.
- 7/ Acts 1933; Burns 36-1101, 36-1102; Baldwin 8699, 8700.
- 8/ Acts 1933; Burns 36-1110; Baldwin 8708.
- 9/ 1 Rev. Stat. 1852, Acts 1857; Burns 49-3317; Baldwin 5519.
- 10/ 1 Rev. Stat. 1852, Acts 1875; Burns 49-3311; Baldwin 5509.
- 11/ 1 Rev. Stat. 1852, Acts 1911; Burns 49-3309; Baldwin 5508.
- 12/ 1 Rev. Stat. 1852, Acts 1875; Burns 49-3311; Baldwin 5509.

### Surveys and Reports

354. SURVEY RECORD, 1856--. 5 vols. (C, and 4 vols. not labeled).

Vols. A-B, missing.

Record of surveys, showing date of survey; section, township, plat, and range numbers; description and location of land and markers; and names of land owners. Arr. chron. Hdw. 400 pp. 16 x 18 x 3.  
1 vol., 1856-73, Sur. off.; 4 vols., 1873--., Sur. stg. rm.

355. LEVEL BOOKS, 1889--. 132 vols. (1-132).

Record of field notes and level readings of surveys, showing dates of notes and readings; township, range, and section numbers; description of survey; level readings; grades; and cubic yards to be moved; and hand drawing by field men. Arr. chron. Hdw. 80 pp. 5 x 8 x  $\frac{1}{2}$ . Sur. off.

356. FIELD NOTE BOOK, 1889--. 142 vols. (1-142).

Record of field notes of roads, ditches, and boundary lines, showing location, description, <sup>and</sup> hand drawn map of project; type; estimated cost of labor and material, and date of inspection. Arr. chron. Hdw. 80 pp. 5 x 8 x  $\frac{1}{2}$ . Sur. off.





## Surveyor--Construction Plans and Specifications

(357-361)

## 357. SURVEYOR'S DITCH RECORD, 1876-89. 2 vols.

Record of field notes and assessments of ditches, showing profile; location by township, range, and section; name of land owner; amount of assessment; total acreage; and number of acres benefited by ditch. Indexed alph. by names of ditches. Hdw. 150 pp. 26 x 14 x 2.

Sur. off.

## 358. DITCH REPORTS, 1891--. 3 vols.

Record of ditch assessments, showing plat; rate of assessment; description, location, and acres of land benefited by ditch; and name of owner. Arr. alph. by names of owners. Hdw. 300 pp. 16 x 10 x  $\frac{1}{2}$ . Sur. off.

## n 359. INDEX TO DITCH REPORTS, 1891--. 1 vol.

Index to ditch record, showing name, number, and location of ditch; name of land owner; amount of assessment; and volume and page numbers of reports. Arr. by twps., thereunder alph. by names of land owners. Hdw. 200 pp. 8 x 12 x 1. Sur. off.

## 360. ROAD REPORTS, not dated. 15 vols.

Record of road reports by engineers and viewers, showing number, type, length, and width of road; location by township, range, and section numbers; estimated costs of construction; and kind of material. No index. Hdw. 50 pp. 8 x 10 x  $1\frac{1}{2}$ . Sur. off.

## Construction Plans and Specifications

## 361. VIEWERS AMENDED REPORTS OF SPECIFIC DRAINS, 1881--. 9 vols.

(1-3, 1-3, 1-3).

Record of amended reports by viewers on specific drains as petitioned





## Surveyor--Construction Plans and Specifications

(362-365)

for, showing specifications, direction of flow, distance of drain, names of petitioners and viewers, and estimated costs. Arr. alph. by names of drains. Hdw. 150 pp. 14 x 8 x 2. Sur. off.

## 362. DRAINAGE RECORD, 1891--. 16 vols. (1-16).

Record of assessments for cleaning and repairing ditches, showing amounts of assessment and benefits, description of land, name of owner, nature of work, and date of completion. Arr. by twps., thereunder alph. by names of land owners. Hdw. 296 pp. 20 x 14 x  $2\frac{1}{2}$ . Sur. off.

## 363. DITCH REPAIR RECORD, 1891--. 12 vols. (1-12).

Record of ditch cleaning and repairing, showing names of ditch and land owner; description, location, and acreage of land; amount of apportionment; nature of work; and date for completion. Indexed alph. by names of land owners. Hdw. 290 pp. 18 x 14 x  $2\frac{1}{2}$ . Sur. off.

## 364. GENERAL INDEX TO DITCH REPAIR RECORD, 1891--. 1 vol.

General index to Ditch Repair Record, showing names of land owner and ditch, and volume and page numbers of record. Arr. alph. by names of land owners. Hdw. 200 pp. 16 x 12 x 2. Sur. off.

365. SURVEYOR'S TRANSCRIPTS OF ALLOTMENTS ON VARIOUS DITCHES  
IN DEKALB COUNTY, 1891--. 51 bdls.

Transcripts of allotments for cleaning and repairing ditches, showing names of land owner and ditch, description and location of ditch, total acreage of land, and amount benefited. No index. 14 x 8 x 1. Sur. off.



## Surveyor--Construction Plans and Specifications

(366-369)

## 366. RECORD OF ACCEPTANCE, 1897-1902. 1 vol.

Record of accepted ditch repair allotments, showing date accepted; name of land owner; description, location, and acreage of land; length of allotment; number of ditch; nature of repair; and by whom accepted as completed. Arr. alph. by names of land owners. Hdw. 300 pp. 18 x 16 x  $2\frac{1}{2}$ . Sur. off.

## 367. DITCH ASSESSMENTS, 1837-91. 4 vols. (1-4).

Record of ditch assessments for cleaning and repairing, showing date of repair or cleaning; names of land owner and ditch; and location, description, total acreage, and assessments of land benefited. Indexed alph. by names of land owners. Hdw. 300 pp. 18 x 12 x  $2\frac{1}{2}$ . Sur. off.

For subsequent records, see entry 365. .

## 368. DRAINAGE COMMISSIONERS' CLEAN OUT RECORD, 1920-23. 3 vols.

Record of ditches cleaned by order of commissioners, showing date cleaned; name of land owner; location, description, total acreage, and assessments of land; course of flow; and acreage benefited by ditch. Arr. alph. by names of land owners. Hdw. 150 pp. 14 x 12 x 2. Sur. off.

## 369. DITCH PETITIONS, 1875-81. 1 vol.

Record of ditches petitioned for and granted, showing date granted; names of petitioners; name, location, specifications, assessments, and history of ditch; and map of system. Indexed alph. by names of ditches. Hdw. 624 pp. 24 x 16 x 3. Sur. off.



## 370. ROAD RECORD, 1920-31. 2 vols.

Record of plans and specifications for construction of roads, showing dates of construction and repairing; names of contractor and road; type, location, and description of road; and nature of construction or repair. Arr. alph. by names of roads. Hdw. 600 pp. 18 x 12 x 3 $\frac{1}{2}$ . Sur. off.

## Maps

## 371. PLAT BOOK OF TOWNSHIPS, 1837. 1 vol.

Plat book of townships, showing plat, and location and description of township by range, section, and markers. No index. Hdw. and drawn. 60 pp. 23 x 16 x 1. Sur. off.

## 372. PLAT OF BUTLER AND MISCELLANEOUS PLATS, not dated. 1 vol.

Original plat drawings of Butler, Spencerville, Altoona, Saint Joe, Clear Creek, Auburn Junction, Union Town, New Era, and Corunna, showing description, range and section numbers, and size and number of lots in towns and additions. No index. Handdrawn. Condition fair. 150 pp. 30 x 16 x 1 $\frac{1}{2}$ . Sur. off.

## 373. DEKALB COUNTY, 1953. 1 map.

Communications map, showing names of land owners, cities, towns, townships, rail and electric roads, highways, and streams; and location and size of farms. Drawn by Dewitt, Auburn, Ind. Black and white. Scale: 1" to 100'. 42 x 42. Sur. off.

## 374. DEKALB COUNTY, INDIANA, 1920--. 420 blueprints.

Plans and specifications of roads, showing type of construction and material used. Drawn by C. C. Kain, Auburn, Ind. Blueprint. Scale: 1" to 100'. 32 x 36. Sur. rec. rm.



## 375. DEKALB COUNTY, 1924--. 24 maps.

Plans and cross sections for drainage, showing profiles and cross sections of drains. Drawn by county surveyor, Auburn, Ind. Black and white. Scale:  $\frac{1}{2}$ " to 100' 39 x 22. Sur. off.

## 376. DITCH PROFILES, 1837--. 320 maps.

Plans and specifications of ditches, showing ditch profiles. Drawn by county surveyor, Auburn, Ind. Black and white. Scale:  $\frac{1}{2}$ " to 100' 13 x 12. Sur. off.

## 377. PLANS AND SPECIFICATIONS FOR BRIDGES, 1928-29. 565 blueprints.

Plans and specifications of bridges, showing nature and type of construction, and size, material, and weight of bridge. Drawn by C. C. Kain, Auburn, Ind. Blueprints. Scale:  $\frac{1}{2}$ " to 1' 18 x 24, 45 blueprints, 1928, Sur. rec. rm.; 520 blueprints, 1928-29, Sur. off.





## XXV. HIGHWAY SUPERVISOR

The highway supervisor of DeKalb County is appointed by the board of commissioners under the authority of an act of 1933 and serves at the will of the board. The board may appoint the surveyor or any other person to the office; in the event they do not make such appointment, the duties are performed by the surveyor without additional compensation. In DeKalb County the board of commissioners has appointed the surveyor to serve as highway supervisor. 1/

From 1879 to 1913 the board of commissioners was constituted by the legislature a board of turnpike directors for the management and control of county highways. 2/ This board was abolished by an act of 1913 and the office of superintendent of highways was created. This officer was appointed by the board of commissioners and placed in charge of highways. 3/ This office was abolished in 1933 4/ and the duties of the superintendent of highways transferred to the surveyor; 5/ unless the board of commissioners appoint a highway supervisor. 6/

The highway supervisor has general charge of the repair and maintenance of county highways, bridges, and culverts; 7/ maps all highways, dividing the roads into districts, giving each road a separate name of number and setting forth the length and character of each road and the kind and volume of traffic, for the purpose of uniform maintenance; 8/ exercises police power in the control of highways and may fix the limit of loads for any highway, bridge, or culvert; 9/ establishes standards for maintenance



## Highway Supervisor

(378)

according to topography, nature, and volume of traffic and the availability of repair materials; and makes a complete itemized estimate of the cost of repair and maintenance of highways, bridges, and culverts for the annual budget. 10/

The records of the highway supervisor are maps of the highway system made by him; 11/ reports of work in progress; 12/ monthly reports to the board of commissioners of all work done; and an annual report of his work with a complete statement of all expenditures under his supervision. 13/

The records are located in the courthouse.

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- 1/ Acts 1933; Burns 36-1110; Baldwin 8708.
  - 2/ Acts 1879, ch. 115, sec. 1.
  - 3/ Acts 1913, ch. 330, sec. 1.
  - 4/ Acts 1933; Burns 36-1113.
  - 5/ Acts 1933; Burns 36-1110; Baldwin 8708.
  - 6/ Acts 1933; Burns 36-1101; 36-1102, 36-1110; Baldwin 8699, 8700, 8708.
  - 7/ Ibid.
  - 8/ Acts 1933; Burns 36-1109; Baldwin 8707.
  - 9/ Acts 1933; Burns 36-1102; Baldwin 8700.
  - 10/ Acts 1933; Burns 36-1103; Baldwin 8701.
  - 11/ Acts 1933; Burns 36-1109; Baldwin 8707.
  - 12/ Acts 1933; Burns 36-1106; Baldwin 8704.
  - 13/ Acts 1933; Burns 36-1104; Baldwin 8702.

378. HIGHWAY SUPERINTENDENT RECORD, 1920--. 4 vols. (1, 1A, 1A, 2-3).

Record of expenditures for free gravel road repairs, showing date of repair, names of vendor and road, nature of work, kind and cost of material and labor, and total amount of expenditures. Arr. by road district numbers, thereunder chron. Hdw. 300 pp. 16 x 15 x 3. 2 vols., 1920-27, rec. rm.; 1 vol., 1928-30, stg. rm., bsmt.; 1 vol., 1931--, Hh. Supt. off.



## XXVI. AGRICULTURAL AGENT

The agricultural agent of Dekalb County is appointed by the director of agricultural extension service of Purdue University, subject to the approval of a state board, entitled county agricultural agent board, under the authority of an act of 1913, as amended in 1937. His qualifications are prescribed by the board, and his salary is paid from a state fund through Purdue University. 1/

The office of county agent, commonly called agricultural agent, was created in Dekalb County in 1916. This agent was appointed annually by Purdue University, subject to approval of the state and county boards of education, upon petition by residents of the county. The state paid part of his salary. 2/

The duties of the agricultural agent, under the supervision of Purdue University, are to cooperate with farmers' institutes, farmers' clubs, and other rural and civic organizations; to conduct practical farm demonstrations, boys' and girls' clubs and contest work, and other movements for the advancement of agricultural and country life; to give advice to farmers on practical farm problems; and to aid the superintendent of schools and the teachers of the county in giving practical education in agriculture and domestic science. 3/

The records of the agricultural agent consist of reports of his activities, to Purdue University, under its direction.

All the records are located in the courthouse.

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## Agricultural Agent

(379)

1/ Acts 1913, 1923, 1927, 1937; Burnis, 1937 suppl., 28-4911; Baldwin, 1937 suppl., 6457.

2/ Acts 1913, ch. 24, sec. 12.

3/ Acts 1913, 1923, 1927, 1937; Burns, 1937 suppl., 28-4911; Baldwin, 1937 suppl., 6457.

379. ANNUAL NARRATIVE REPORT OF COUNTY AGRICULTURAL AGENT,

1920--. 17 vols.

Record of annual reports and activities of agricultural agent, showing date of report, names of cooperative agencies, nature of program, type of work completed, and results obtained.

Arr. alph. by names of subjects. Typed. 75 pp. 12 x 9 x  $\frac{1}{2}$ .

8 vols., 1920-27, Supt. sch. off.; 9 vols., 1928--, Agr. agt. off.





















